

**TOWN OF NEW DURHAM**  
***Budget Committee Meeting***  
**December 12, 2022, 6:30 PM**

**New Durham Community Room, New Durham, NH 03855**

*DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.*

**PRESENT**

Terry Jarvis, Budget Committee Chair  
Ken Fanjoy, Budget Committee Vice Chair  
Kelly Bisson, Budget Committee Member – Copple Crown Village District Representative  
David Swenson, Budget Committee Member  
David Bickford, Budget Committee Member  
Dot Veisel, Board of Selectmen Representative  
David Wessell, Budget Committee Member – via Zoom  
Ellen Phillips, Budget Committee Member

**ALSO PRESENT**

Nicole Zoltko, Town Administrator  
Fred Quimby, resident

**CALL TO ORDER**

Chair Jarvis called the meeting of the Budget Committee to order at 6:30 PM. Roll call was taken for Budget Committee members present.

**AGENDA REVIEW**

No changes were made to the Agenda.

**FY 2023 Budget Review**

***Account 4915 Capital Reserve Funds***

Chair Jarvis noted \$15,000 was received in a grant for milfoil in 2022; she explained some costs for milfoil come from RSMS.

Mr. Quimby asked that contributions be made to two CRFs, including Water Quality and Road Reconstruction; he explained the water quality CRF is 100% for milfoil treatment in addition to operating costs. He stated they just completed a 3 year system for treating milfoil and explained the average costs to cover treatments which comes to about \$22,000 per year. Mr. Quimby explained they ask the Town to fund the account and when a grant comes through from the State, it goes back to the General Fund. The committee reviewed and discussed the current balance in the water quality CRF. Mr. Quimby gave an update on the dam repairs and replacements; he

stated something will be decided by the State of New Hampshire next year. He stated the State has indicated there will always be a dam on Merrymeeting Lake. Mr. Quimby also asked the committee to be sure there is a line item in the Highway Department budget for vacuuming of sand out of catch basins.

The committee reviewed the equipment replacement schedule equipment. Chair Jarvis stated in 2023 the Highway Department is requesting to replace a trailer and in 2024 a chipper is needed. Town Administrator Zoltko explained the trucks listed are dump trucks. Mr. Bickford expressed concerns about the number of trucks in the fleet. There was also discussion about utilizing contracted services for highway department work. Town Administrator Zoltko stated they have researched grant opportunities and applications were submitted; they will know more about the grant qualifications after a meeting tomorrow.

#### ***Account 4901 Lands & Improvements***

The committee reviewed and discussed Library facilities. Chair Jarvis noted the Board of Selectman did not vote to fund this CRF.

Ms. Phillips joined the meeting at 7:08 PM. There was discussion about space needs and land opportunities for the expansion of Town properties. Mr. Swenson stated it doesn't make sense to fund this account, noting the balance is \$55,000. Ms. Phillips noted the purchase of land would require approval of the legislative body. Ms. Bisson agrees with building up the account for a future need. After discussion, it was the consensus of the committee that the recommended funding would remain at \$0.

#### ***Account 4902 & 4903 Capital Outlay & Equipment***

Chair Jarvis stated in 2022, \$10,000 was put into this account; the CIP requested \$20,000 and the Board of Selectmen recommended \$30,000. After discussion, the committee agreed to recommend \$20,000.

Chair Jarvis noted nothing has been contributed to the Solid Waste Facilities Improvement for a few years; CIP recommended \$70,000 and the Board of Selectmen recommended the same. She noted there are no plans for the facility in 2023 but the Highway garage needs additional bays for maintenance and repair. It is recommended by CIP to rename this CRF to include the highway facilities. Town Administrator Zoltko stated the Board of Selectmen is working on multiple warrant articles to address this proposed change.

Chair Jarvis stated in 2022, \$25,000 was added to Solid Waste Equipment; the CIP is recommending \$88,450; the Board of Selectmen approved the same. The current fund balance is \$71,509. The committee discussed whether to fund this account; it was the consensus of the committee to recommend \$60,000.

Chair Jarvis stated in 2022, the Board of Selectmen funded the Smith Ballfield with \$5,000; the CIP recommended \$5,000 and the Board of Selectman recommended the same. The current balance is \$19,439. The committee reviewed and discussed the proposed projects and concurred with the recommended \$5,000.

Chair Jarvis stated \$5,000 was contributed to the Meetinghouse last year; the Board of Selectmen recommended \$20,000 and the CIP requested \$25,000. The current balance is \$71,250. Ms. Phillips explained there have been instances in the past where there wasn't enough contribution from the Town in order for them to receive available grants. After discussion, the committee agreed to recommend \$15,000.

Chair Jarvis noted Dry Hydrants has not been funded since 2019; the balance is currently \$12,467.

Chair Jarvis stated in 2022, \$30,000 was contributed to Fire Vehicles; the CIP requested \$68,000; the Board of Selectmen recommended \$20,000 and the current balance is \$458,877. The committee agreed to recommend \$20,000.

Chair Jarvis stated in 2022, \$35,000 was contributed to the Public Safety Facility; the CIP requested \$35,000 and the Board of Selectman approved \$0. The current balance is \$135,854. After discussion, it was agree this would be a bond issue and recommended \$0.

Chair Jarvis stated in 2022, \$40,000 was contributed to the Road Reconstruction; the CIP requested \$40,000 and the Board of Selectman approved \$0. The current balance is \$42,295. Ms. Veisel explained there will be two separate warrant articles for large road projects.

Chair Jarvis stated in 2022, \$5,000 was contributed to the Gravel; the CIP requested \$5,000 and the Board of Selectman approved \$5,000. The current balance is \$27,491. Chair Jarvis noted there is already a line item in the budget for gravel. The committee agreed to recommend \$0.

Chair Jarvis stated there is a request for a new capital reserve fund for a town vehicle for recreation; the CIP requested \$5,000 and the Board of Selectman recommended \$500. Ms. Veisel explained it would be a vehicle shared between Town departments. The committee agreed to recommend \$0.

Chair Jarvis stated there is a request for a new capital reserve fund for a recreation center; the CIP requested \$10,000 and the Board of Selectman recommended \$5,000. Chair Jarvis stated until here is a short and long-term master plan for all town buildings, she doesn't see a need for starting another building fund. The committee agreed more information is needed in regard to the plans and agreed to recommend \$0.

Chair Jarvis stated in 2022, \$5,000 was contributed to the Fire Department Ancillary Equipment; the CIP requested \$25,500 and the Board of Selectman approved \$15,000. The current balance is \$41,817. The rationale is that the 2005 Mule was refurbished instead of being replaced as scheduled; a new EMS Can-Am was purchased in 2022. The committee agreed to recommend \$0.

***Account 4916 Expendable Trust Funds***

Chair Jarvis stated in 2022, the Accrued Benefit Liability was funded with \$15,000; the CIP recommended \$10,000; the Board of Selectmen approved the same. The current fund balance is \$18,074.

Chair Jarvis stated in 2022, the ETF for Office Systems was funded with \$20,000; the CIP recommended \$50,000; the Board of Selectmen approved the same. The current fund balance is \$54,258. Town Administrator Zoltko stated a report from IT services was given to the CIP which goes over all the expenses and includes records management systems. She will provide a copy of the report to the committee. She also explained the research done on upgrading software systems to integrate the various departments; she stated the recommended funding takes into consideration the costs for the upgrades. After discussion, the committee agreed to read the report before making a decision on a recommendation.

Chair Jarvis stated in 2022, the Forest Fire Control ETF was funded with \$15,000; the CIP recommended \$10,000; the Board of Selectmen approved the same. The current fund balance is \$18,074.

Chair Jarvis stated in 2022, the Town Building Improvements ETF was funded with \$20,000; the CIP recommended \$20,000; the Board of Selectmen approved the same. The current fund balance is \$118,803. The committee reviewed the report outlining the work suggested for the Town Hall and library. The majority of the committee agreed to fund \$20,000.

Chair Jarvis stated in 2022, the Emergency Management ETF was not funded for the last several years and nothing is recommended by CIP or Board of Selectmen.

Chair Jarvis stated in 2022, the Dam Maintenance was funded with \$5,000; the CIP recommended \$5,000; the Board of Selectmen approved the same. The current fund balance is \$60,674. The committee discussed the plans of maintenance by the State of New Hampshire; it was agreed to fund \$0.

Chair Jarvis stated there was a request for a new fund for the Boodey Farmstead; the Board of Selectmen have not recommended any funding. Town Administrator Zoltko explained that the Boodey Farmstead did not request any funding.

Chair Jarvis stated there was a request for a new fund for the 1772 Meetinghouse Maintenance; the Board of Selectmen recommended \$1,000. Chair Jarvis stated maintenance should be in an operational budget. Ms. Phillips stated when the restoration is complete there will be a need for maintenance funds.

#### **Account 4901 -Capital Improvements**

Chair Jarvis stated in 2022, the account was funded with \$88,905; the CIP recommended \$1,695,000; the Board of Selectmen approved \$400,000 for a special one-time project of \$802,000, withdrawing from the capital reserve fund \$131,000 along with the State of NH grants. The committee discussed the proposed projects and the road management plan.

#### ***Account 4909 Anticipated Revenues & Tax Rate***

Postponed.

**APPROVAL OF MINUTES - Postponed**

- August 17, 2022
- September 15, 2022
- October 26, 2022
- November 9, 2022
- November 16, 2022
- November 21, 2022
- November 30, 2022

**FUTURE MEETINGS**

- December 21, 2023
- December 28, 2023
- January 4, 2023
- Public Hearing , January 11, 2023
- Bond Hearing with Budget Committee January 11, 2023

**MOTION: To adjourn the meeting. Motion by Mr. Swenson. Mr. Fanjoy seconded the motion. Roll Call Vote: Mr. Wessell-aye; Mr. Swenson-aye; Ms. Phillips - aye; Chair Jarvis – aye; Ms. Bisson – aye; Ms. Veisel – aye; Mr. Fanjoy-aye; Mr. Bickford-aye. Motion passed 8-0-0.**

The meeting was adjourned at 9:05 PM.

Respectfully Submitted,

*Jennifer Riel*

Jennifer Riel, Recording Secretary