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**TOWN OF NEW DURHAM**  
***Budget Committee Meeting***  
**November 29, 2023, 6:30 PM**  
**New Durham Town Hall, New Durham, NH 03855**

**PRESENT**

Terry Jarvis, Budget Committee Chair  
Ken Fanjoy, Budget Committee Vice Chair  
Kelly Bisson, Cople Crown Village District Representative  
David Bickford, Budget Committee Member Susan DeRoy, Budget Committee Member  
Ellen Phillips, Budget Committee Member  
Ken Ross-Raymond, Budget Committee Member  
David Swenson, Board of Selectmen Representative – via Zoom

**ALSO PRESENT**

Cecile Chase, Interim Town Administrator  
Cathy Orlowicz, resident  
Kevin Ruel, Assistant Fire Chief

**CALL TO ORDER**

Chair Jarvis called the meeting of the Budget Committee to order at 6:33 PM. Roll call was taken.

The committee reviewed the revised budget review schedule.

Chair Jarvis stated the public hearing will be in early January but the exact date has not been set yet.

**AGENDA REVIEW**

No changes were made to the Agenda.

**NEW BUSINESS**

**FY 2024 – Budget Review**

**Account 4130- Executive**

Chair Jarvis stated the 2023 budget was \$246,040; the Board of Selectmen approved \$236,715 for 2024. The committee reviewed the proposed budget for 2024.

Chair Jarvis noted the major change in this year’s budget is the funding of the Town Administrator budget for 32 hours per week instead of 40 hours per week. There was discussion regarding the hourly wage. However, the savings in other lines (ex. health insurance, retirement) amount to over \$ 20,000.

Mr. Fanjoy joined the meeting at 6:36 PM.

47 There was extensive discussion about this account. Chair Jarvis stated the current salary for the  
48 Board of Selectmen is \$1500 and they are proposing \$3,000; she explained around 2010 it was  
49 approximately \$2500 but reduced at that time. Mr. Bickford stated he believes \$1500 is a fair  
50 stipend, noting many towns have no salary. Ms. Bisson stated she is concerned that budgets were  
51 cut \$500 as this is a hard budget year but yet the selectmen's salary is being doubled and doesn't  
52 believe the reasoning is appropriate. Mr. Swenson noted this total account is down over \$9000.  
53 Ms. DeRoy stated she isn't opposed to a fair increase to the Board of Selectmen but this seems  
54 like too much for a tight budget year. Mr. Swenson stated they have not only looked at employee  
55 wage comparisons but also the Board of Selectmen stipends and explained the hard work done  
56 by the Board of Selectmen members.

57

58 **MOTION: To reduce the Board of Selectmen stipend to \$2500. Motion by Ms. Phillips.**  
59 **Second by Mr. Fanjoy. Roll Call Vote: Mr. Bickford - no; Ms. Phillips - aye; Mr. Fanjoy -**  
60 **aye; Ms. DeRoy - no; Ms. Bisson - aye; Mr. Ross-Raymond - aye; Mr. Swenson - abstain;**  
61 **Chair Jarvis - aye. Motion passed 5-2-1.**

62

63 **MOTION: To approve the FY 2024 budget for Account 4130, Executive, in the amount of**  
64 **\$235,789. Motion by Ms. DeRoy. Second by Ms. Bisson. Roll Call Vote: Mr. Bickford - no;**  
65 **Ms. Phillips - aye; Mr. Fanjoy - aye; Ms. DeRoy - aye; Ms. Bisson - aye; Mr. Ross-**  
66 **Raymond - aye; Mr. Swenson - aye; Chair Jarvis - aye. Motion passed 7-1-0.**

67

#### 68 **Account 4150- Finance Administration**

69 Chair Jarvis stated the budget for 2023 was \$215,087; the Board of Selectmen approved  
70 \$188,019 for 2024. The committee reviewed the proposed budget for 2024.

71

72 This budget was first reviewed on November 13, 2023. At that time questions were raised  
73 regarding the request for payment of the Budget Committee Minutes taker. After discussion this  
74 line was reduced to zero and funds for this position were moved to Account 4130 – Executive.

75

76 **MOTION: To approve the FY 2024 budget for Account 4150 Financial Administration, in**  
77 **the amount of \$187,739. Motion by Mr. Fanjoy. Second by Ms. DeRoy. Roll Call Vote: Mr.**  
78 **Bickford-aye; Ms. Phillips-aye; Mr. Fanjoy-aye; Ms. DeRoy-aye; Ms. Bisson-aye; Mr.**  
79 **Ross-Raymond-aye; Mr. Swenson-aye; Chair Jarvis-aye. Motion passed 8-0-0.**

80

#### 81 **Account 4220-Fire Department**

82 Chair Jarvis stated the 2023 budget was \$349,312; the Board of Selectmen approved \$352,145  
83 for 2024. The committee reviewed the proposed budget for 2024. The committee also reviewed  
84 the explanations provided regarding specific requests. Chair Jarvis stated the Committee has  
85 asked for a spreadsheet of day time coverage (ex. How many EMTS on? number of runs during  
86 the shift? etc.) in May, August and October. We said last year we would need to present this data  
87 Chair Jarvis stated the revenues from the ambulance calls go into a revolving fund. She  
88 suggested in the future some of the funds could be utilized to cover salaries but they don't have  
89 adequate information to decide at this time. She also confirmed the salary rates are accurate; she  
90 noted EMT and firefighting training costs could be reduced as the EMT costs are being covered  
91 by ARPA funds through the end of 2024. The costs of fire fighter training are part of the Fire  
92 Academy's Operational Budget. After discussion about training costs adjustments were made.

93 Chair Jarvis stated she believes the training costs are inflated. Monday through Friday daytime  
94 EMT coverage was again discussed. Assistant Chief Ruel stated daytime coverage is being  
95 provided three days a week and not five days a week. Committee Members have requested data  
96 on day time coverage/number of calls etc. multiple times starting last spring. The information  
97 has not been received. Chair Jarvis said she can't support the Monday through Friday staffing as  
98 no data, justification or explanations have been provided as requested multiple times. Staffing  
99 coverage details are still unclear.

100 **MOTION: To approve the FY 2024 budget for Account 4220, Fire Department, in the**  
101 **amount of \$352,096. Motion by Mr. Bickford. Second by Mr. Ross-Raymond. Roll Call**  
102 **Vote: Mr. Bickford-aye; Ms. Phillips-aye; Mr. Fanjoy-no; Ms. DeRoy-aye; Ms. Bisson-no;**  
103 **Mr. Ross-Raymond-aye; Mr. Swenson-aye; Chair Jarvis-no. Motion passed 5-3-0.**

104  
105 **Account 4290- Emergency Management**

106 Chair Jarvis stated the 2023 budget was \$8,699; the Board of Selectmen approved \$5,508 for  
107 2024. The committee reviewed the proposed budget for 2024. Chair Jarvis

108 **MOTION: To approve the FY 2024 budget for Account 4290, Emergency Management, in**  
109 **the amount of \$5,508. Motion by Chair Jarvis. Second by Ms. Bisson. Roll Call Vote: Mr.**  
110 **Bickford - aye; Ms. Phillips - aye; Mr. Fanjoy - aye; Ms. DeRoy - aye; Ms. Bisson - aye; Mr.**  
111 **Ross-Raymond - aye; Mr. Swenson - aye; Chair Jarvis - aye. Motion passed 8-0-0.**

112  
113 **Account 4291 - Forestry**

114 Chair Jarvis stated the 2023 budget was \$16,659; the Board of Selectmen approved \$15,511 for  
115 2024. The committee reviewed the proposed budget for 2024. Chair Jarvis noted that historically  
116 more than half of the budget remains unspent for this account at the end of year.

117  
118 **MOTION: To approve the FY 2024 budget for Account 4291, Forestry, in the amount of**  
119 **\$15,511. Motion by Mr. Bickford. Second by Ms. DeRoy. Roll Call Vote: Mr. Bickford -**  
120 **aye; Ms. Phillips - aye; Mr. Fanjoy - aye; Ms. DeRoy - aye; Ms. Bisson - aye; Mr. Ross-**  
121 **Raymond - aye; Mr. Swenson - aye; Chair Jarvis - aye. Motion passed 8-0-0.**

122  
123 **Account 4901- Land and Improvements**

124 Chair Jarvis stated the 2023 budget was \$415,759; the Board of Selectmen approved \$400,000  
125 for 2024. The committee reviewed the proposed budget for 2024. Mr. Swenson explained the  
126 purposes for the funds which include a major culvert project and road reconstruction; there will  
127 be a separate warrant article for the additional funds.

128  
129 **MOTION: To approve the FY 2024 budget for Account 4901, Land and Improvements, in**  
130 **the amount of \$400,000. Motion by Chair Jarvis. Second by Ms. Phillips. Roll Call Vote:**  
131 **Mr. Bickford - aye; Ms. Phillips - aye; Mr. Fanjoy - aye; Ms. DeRoy - aye; Ms. Bisson - aye;**  
132 **Mr. Ross-Raymond - aye; Mr. Swenson - aye; Chair Jarvis - aye. Motion passed 8-0-0.**

133  
134 **Account 4903- Capital Improvements**

135 Chair Jarvis stated the Board of Selectmen recommended \$0 for 2024.

136  
137 **Account 4909- Capital Improvements Buildings**

138 Chair Jarvis stated the Board of Selectmen recommended \$0 for 2024.

139

140 **APPROVAL OF MINUTES**

141 November 8, 2023 – Edits were made. **MOTION: To approve the minutes as amended.**

142 **Motion by Ms. Phillips. Second by Ms. Bisson. Roll Call Vote: Mr. Bickford - aye; Ms.**  
143 **Phillips - aye; Mr. Fanjoy - aye; Ms. DeRoy - aye; Ms. Bisson - aye; Mr. Ross-Raymond -**  
144 **aye; Mr. Swenson - aye; Chair Jarvis - aye. Motion passed 8-0-0.**

145

146 November 15, 2023 – Edits were made. **MOTION: To approve the minutes as amended.**

147 **Motion by Ms. DeRoy. Second by Ms. Phillips. Roll Call Vote: Mr. Bickford-abstain; Ms.**  
148 **Phillips - aye; Mr. Fanjoy - aye; Ms. DeRoy - aye; Ms. Bisson - aye; Mr. Ross-Raymond -**  
149 **aye; Mr. Swenson - aye; Chair Jarvis - aye. Motion passed 7-0-1.**

150

151 **FUTURE MEETINGS**

152 December 6, 2023, 6:30 PM

153 January 10, 2024, 7:00 PM – Public Hearing (snow date of January 11)

154

155 **MOTION: To adjourn. Motion by Mr. Fanjoy. Second by Mr. Ross-Raymond. Roll Call**  
156 **Vote: Mr. Bickford - aye; Ms. Phillips - aye; Mr. Fanjoy - aye; Ms. DeRoy - aye; Ms. Bisson**  
157 **- aye; Mr. Ross-Raymond - aye; Mr. Swenson - aye; Chair Jarvis - aye. Motion passed 8-0-**  
158 **0.**

159 The meeting was adjourned at 8:54 PM.

160 Respectfully Submitted,

161 *Jennifer Riel*

162 Jennifer Riel, Recording Secretary