

1 **TOWN OF NEW DURHAM**  
2 ***Budget Committee Meeting***  
3 **March 21, 2024, 7:00 PM**  
4 **New Durham Town Hall, New Durham, NH 03855**  
5

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

10  
11 **PRESENT**

12 Terry Jarvis, Budget Committee Chair  
13 Ken Fanjoy, Budget Committee Vice Chair  
14 Paul Perry, Budget Committee Member  
15 Ellen Phillips, Budget Committee Member  
16 Susan DeRoy, Budget Committee Member – via Zoom  
17 Kelly Bisson, Budget Committee Member – Cople Crown Village District Representative  
18 David Swenson, Board of Selectmen Representative  
19  
20 David Bickford, Budget Committee Member – excused absence

21  
22 **ALSO PRESENT**

23 Cecile Chase, Interim Town Administrator  
24 Vickie Blackden, Finance Officer  
25 Cathy Orlowicz, resident  
26

27 **CALL TO ORDER**

28 Chair Jarvis called the meeting of the Budget Committee to order at 7:01 PM. Roll call was  
29 taken.  
30

31 ***Election of Chair, Vice Chair, Representative to the ACIP Committee***

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33 **MOTION: To nominate Ms. Jarvis as Chair of the Budget Committee. Motion by Ms. Phillips.**  
34 **Second by Ms. Bisson. Roll Call Vote: Mr. Fanjoy-aye; Ms. Bisson-aye; Mr. Perry-aye; Mr.**  
35 **Swenson-aye; Ms. Phillips – aye; Ms. DeRoy- aye; Chair Jarvis-abstain. Motion passed 6-0-**  
36 **1. Ms. Jarvis abstained.**  
37

38 **MOTION: To nominate Mr. Fanjoy as Vice Chair of the Budget Committee. Motion by Mr.**  
39 **Swenson. Second by Ms. Phillips. Roll Call Vote: Mr. Fanjoy-abstain; Ms. Bisson-aye; Mr.**  
40 **Perry-aye; Mr. Swenson-aye; Ms. Phillips – aye; Ms. DeRoy- aye; Chair Jarvis-aye. Motion**  
41 **passed 6-0-1. Mr. Fanjoy abstained.**  
42

43 **MOTION: To nominate Ms. DeRoy as Budget Committee representative to the Capital**  
44 **Improvement Planning Committee. Motion by Ms. Phillips. Second by Mr. Fanjoy. Roll Call**  
45 **Vote: Mr. Fanjoy-aye; Ms. Bisson-aye; Mr. Perry-aye; Mr. Swenson-aye; Ms. Phillips –**  
46 **aye; Ms. DeRoy- abstain; Chair Jarvis-aye. Motion passed 6-0-1. Ms. DeRoy abstained.**

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***Review and Approve FY 2024 Cople Crown Village District Budget***

The Committee reviewed the FY 2024 budget. Chair Jarvis explained the District functions as its own entity; it has its own commissioners and annual meetings; the District also has a representative to the Town’s Budget Committee. She stated the District has to develop its own budget for review and approval by the Town. Ms. Bisson stated the District was initially formed for the purposes of road construction and maintenance. She gave an overview of the 2023 budget expenditures; she also gave a comparison of last year’s budget to the proposed budget for this year. Ms. Bisson stated the District has a large project for moving the water system in 2024; funding includes state grants and loans. She stated Warrant Articles for the District funded various capital reserve funds.

Mr. Swenson explained that the tax rate, which is set by the New Hampshire Department of Revenue, cannot be set until the budget information is received from the District; he stated if this isn’t received in a timely manner, around October or November, the tax bills aren’t able to go out at the beginning of December and the Board of Selectmen have to consider a Tax Anticipation Note as the school and county bills are due in December.

**MOTION: To accept the Cople Crown Village District FY 2024 budget as presented. Motion by Mr. Fanjoy. Second by Ms. Phillips. Roll Call Vote: Mr. Fanjoy-aye; Ms. Bisson-abstain; Mr. Perry-aye; Mr. Swenson-aye; Ms. Phillips – aye; Ms. DeRoy- aye; Chair Jarvis-aye. Motion passed 6-0-1.**

***FY 2023 Review of Expenses sand Revenues***

The Committee reviewed and discussed the FY 2023 expenditures.

*Account 4130 Executive:* Chair Jarvis stated this account had deficit spending; per the quarterly report that is due to salary increases and personnel changes. She questioned why the overage was funded with the Expendable Trust Fund. Interim Town Administrator explained some came from the ETF but not all expenses.

Ms. Phillips noted the Ethics Committee had some expenditures but isn’t sure where those are reflected in the accounts. Interim Town Administrator Chase noted that Ms. Blackden started working for the Town in the fourth quarter and has been going through the line items but they aren’t sure where some items were posted.

Chair Jarvis noted the Town functions with a bottom line budget; while some accounts may overspend, others do not and the overall budget for this year was underspent by about 8%.

*Account 4150 Financial Administration:* Chair Jarvis stated the summary report indicates there were funds remaining in this account.

The Committee discussed the legal fees that were accrued this year. Mr. Swenson noted the expenses with the prior Town Administrator are reflected in a different account. Interim Town Administrator stated there were two land use cases which went to the Housing Appeals Board. She stated Town Counsel also attends the Deliberative Session as well as Zoning and Planning Board meetings as needed.

Chair Jarvis stated the Town Forester is paid on an as-needed basis.

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96 *Account 4194 General Government Buildings:* Chair Jarvis stated there is a line for benefits. Ms.  
97 Blackden stated it is something from the beginning of the year, but she isn't sure what.

98

99 *Account Cemeteries:* Interim Town Administrator Chase stated there have been changes with the  
100 Trustees and they are working with the Highway Department to address the need for upgraded  
101 maintenance, including landscaping. She stated they are also working on getting software for  
102 tracking plots.

103

104 *Other General Government:* Chair Jarvis stated there is 60% of the budget remaining at the end  
105 of the year. Ms. Blackden stated there were many items that were classified inappropriately  
106 throughout the year and she wasn't able to fix.

107

108 *Account 4210 Police:* Chair Jarvis stated the budget had 11.4% remaining; some lines were over  
109 including new hires and vehicle maintenance.

110

111 *Account 4220 Fire:* Chair Jarvis stated there is 26.59% remaining in the budget for this account.  
112 Mr. Swenson questioned why the electric bill was down.

113

114 *Account Emergency Management:* Chair Jarvis stated the wage line is down as the Fire Chief  
115 filled the Emergency Management Director position over the last year and his wages were  
116 covered there; she expects the Deputy Emergency Management Director to take over more of the  
117 work this year.

118

119 *Account 4312 Highway:* Chair Jarvis noted there was 5.71% remaining at the end of the year; she  
120 asked if the contracted plow drivers are paid per storm or for a certain number of hours per week.  
121 Interim Town Administrator Chase stated the contractors are paid per storm; she stated the  
122 contractor has also helped out in other areas including in Copple Crown Village District and the  
123 Highway Department is hoping to retain his services.

124

125 Chair Jarvis asked if the Highway Department will be moving forward with purchasing a new  
126 highway truck. Mr. Swenson stated the Board of Selectmen have discussed this extensively; they  
127 looked at purchasing two 550 trucks as well as a new 6-wheeler. He stated they are waiting for  
128 quotes.

129

130 *Account 4324 Solid Waste:* Chair Jarvis noted there were increased costs for recycling.

131

132 *Account 4911 Health Officer:* Chair Jarvis stated there is 49% of the budget remaining.

133

134 *Account 4415 Other Agencies:* Chair Jarvis stated all funds were expended for 2023 and per the  
135 warrant article, the funds came from the J.C. Shirley Trust Fund.

136

137 *Account 4520 Parks and Recreation:* Chair Jarvis stated 2.3% of the budget was remaining; however,  
138 the Committee were busy last year and are actively working on expanding programming.

139

140 *Account 4550 Library:* Chair Jarvis stated 9.09% of the budget was remaining at the end of the  
141 year; she stated in all other departments, monies left over at the end of the year are returned to

142 the Town however in 2022 there were discrepancies between the amount of money returned from  
143 this department. Chair Jarvis stated this was reviewed and confirmed through an audit, and  
144 moving forward this needs to be resolved.

145

146 *Account 4583 Town Historian:* Chair Jarvis stated 2.8% of the budget remained at the end of the  
147 year.

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149 *Account 4589 Other Recreation:* Chair Jarvis stated reports were received from both the  
150 Zachariah Boodey Farmstead Committee and the 1772 Meetinghouse Committee.

151

152 *Account Conservation:* Chair Jarvis stated there was 34% of the budget remaining at the end of  
153 the year.

154

155 The Committee reviewed the FY 2023 Revenue Report.

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### 157 APPROVAL OF MINUTES

158 Meeting of November 13, 2023 – Edits were made. **MOTION: To approve the minutes as**  
159 **amended. Motion by Mr. Fanjoy. Second by Ms. Phillips. Roll Call Vote: Mr. Fanjoy-aye;**  
160 **Ms. Bisson-aye; Mr. Perry-abstain; Mr. Swenson-aye; Ms. Phillips – aye; Ms. DeRoy- aye;**  
161 **Chair Jarvis-aye. Motion passed 6-0-1.**

162

163 Meeting of November 29, 2023 – Edits were made; further information is needed before final  
164 approval.

165

166 Meeting December 6, 2023 – Edits were made. **MOTION: To approve the minutes as**  
167 **amended. Motion by Ms. Phillips. Second by Mr. Fanjoy. Roll Call Vote: Mr. Fanjoy-aye;**  
168 **Ms. Bisson-aye; Mr. Perry-abstain; Mr. Swenson-aye; Ms. Phillips – aye; Ms. DeRoy- aye;**  
169 **Chair Jarvis-aye. Motion passed 6-0-1.**

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171 Meeting of January 3, 2024 – Edits were made; further information is needed before final  
172 approval.

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174 Meeting of January 10, 2024 – Edits were made. **MOTION: To approve the minutes as**  
175 **amended, pending the verification of lines 347 through 360. Motion by Ms. Bisson. Second**  
176 **by Mr. Fanjoy. Roll Call Vote: Mr. Fanjoy-aye; Ms. Bisson-aye; Mr. Perry-abstain; Mr.**  
177 **Swenson-aye; Ms. Phillips – aye; Ms. DeRoy- abstain; Chair Jarvis-aye. Motion passed 5-0-**  
178 **2.**

179

180 Meeting of February 6, 2024 – Edits were made. **MOTION: To approve the minutes as**  
181 **amended. Motion by Mr. Fanjoy. Second by Ms. Bisson. Roll Call Vote: Mr. Fanjoy-aye;**  
182 **Ms. Bisson-aye; Mr. Perry-abstain; Mr. Swenson-aye; Ms. Phillips – aye; Ms. DeRoy-**  
183 **abstain; Chair Jarvis-aye. Motion passed 5-0-2.**

184

185 **Future Meetings:**

- 186 First Quarter FY 24 Budget Review: May 16, 2024, 7:00 PM
- 187 Second Quarter FY 24 Budget Review: July 17, 2024, 7:00 PM
- 188 Third Quarter FY 24 Budget Review: October 16, 2024

189

190 **MOTION: To adjourn. Motion by Ms. Phillips. Second by Ms. Bisson. Motion passed**  
191 **unanimously.**

192

193 The meeting was adjourned at 10:06 PM.

194 Respectfully Submitted,

195 *Jennifer Riel*

196 Jennifer Riel, Recording Secretary

DRAFT