

BUDGET COMMITTEE MINUTES 7/31/2013 ~ DRAFT

BUDGET COMMITTEE
PUBLIC MEETING MINUTES

JULY 31, 2013

DRAFT

A business meeting of the New Durham Budget Committee was called to order at 7:05 PM.

Present:

David Curry, Chairman

Rudy Rosiello, BC Member

David Shagoury, Co-Chairman

Tony Bonanno, BC Member

David Swenson, Selectman's Representative

Absent:

J. R. Jones, BC Member

Adam Buehne, BC Member

Also Present:

Vickie Blackden, Financial Officer

Jim Ladd, Videographer

Jeremy Bourgeois, Town Administrator

Laura Zuzgo, Minute Taker

David Bickford

Approval of Minutes:

Motion David Shagoury, second Rudy Rosiello, to accept the minutes of April 24, 2013 as amended.
Vote was unanimous.

New Member:

Chair Curry introduced Tony Bonanno to be voted in as a member of the committee. He gave a brief summary of his back ground. Chair Curry was asked who else had applied. David Curry stated that there were three other candidates. They were David Bickford, Paddy McHale, and Eileen Folley.

Motion David Curry, second Rudy Rosiello, to appoint Tony Bonanno to the committee. Vote was unanimous.

Chair Curry announced the resignation of Dean Stimpson. Moderator Cecile Chase will be contacting people of interest to see if they are still available.

Quarterly Review:

Acct 4130 Executive:

- Line 30-625 is over due to a purchase of books for the committee members
- Approximately 43% remaining

Acct 4140 Town Clerk

- No Fall election
- Budget on track

Acct 4150 Financial Administration

- Budget on Track

Acct 4152 Assessing

- Budget on Track

Acct 4153 Legal Expenses:

- Town is utilizing other sources available.
- Budget on Track

Acct 4155 Personnel Administration:

- Line 10-150 - Selectman Swenson has requested the funds for raises be placed in the appropriate department budgets and subtracted from this account to show a more accurate number. Financial Officer is waiting for a formal vote from the BOS.

Acct 4191 Planning Board:

- Line 10-551 - Under budgeted advertising. BOS has voted to increase the fees for advertising from \$50.00 to \$75.00 for a more accurate price of the cost.
- Line 10-391 – Registry is over due to some filings not being taken care of in past years.

Acct 4192 Zoning Board of Adjustment:

- Line 10-551 - Under budgeted advertising. BOS has voted to increase the fees for advertising from \$50.00 to \$75.00 for a more accurate price of the cost.

Acct 4194 General Government Buildings:

- Line 10-651 – Alarms have less than 25% left. Billing is done quarterly plus there has possibly been a service call.

Acct 4195 General Fund

- Budget on Track

Acct 4196 Insurance:

- Budget on Track

Acct 4199 Other General Government:

- Budget on Track

Acct 4210 Police Department:

- Line 140 PT-OT/On-Call the question was asked “ Will this go down once the department is fully staffed?” The Committee expressed concern over this line and have requested a better explanation from the Chief of Police. Where is the money going to come from to cover this line if it goes over? Do the wages budgeted cover an increase in pay for the new officer once training is complete?
- Line 630 The department had an expense they planned for and paid in 2012. Then the vendor was unable to do the work and they were reimbursed the payment. The department found another vendor to do the work but the books had already been closed for 2012 and the expense had to go on the 2013 budget.
- Line 430 – Building Maintenance was budgeted on previous year expenses. Under budget assessment. Need to consider value of building and ongoing maintenance requirements.
- 5th Officer is still in training and has indicated she has approximately 7 more weeks of training.

Acct 4220 Fire Department:

- Line 111 – This line has been over budget since previous administrator left. The questions the Committee would like to have answered is “Do you expect a change in this line between now and the end of the year? How do you plan on covering it if it does go over?”
- Line 615 New hires have needed uniforms and some members have had to update their uniforms.
- Line 410 –Electric was overlooked during budget process last year. Chief will cover it from other lines in the budget.

Acct 4240 Building Inspection:

- Budget on Track

Acct 4290 Emergency Management & Forestry:

- Both budgets appear to be on track

Acct 4299 Other Public Safety:

- Line 145 – Outside details is when the PD/FD hire out to different companies or through a grant. The officer is paid a set dollar amount and the balance goes to the Town. However, FICA, WC, and other expenses come out of the Town’s portion. The Chief of Police has asked for an increase in rate for outside details. The Committee would like answers to several questions:
 1. What triggers the requirement for a detail?
 2. How is it scheduled? Is it OT?
 3. How is it paid for?
 4. What is the management prerogative when scheduling?
 5. David Bickford made a recommendation that details be divided between the FD & PD. The two are billed at a different rate.

Acct 4312 Highways & Streets:

- Warrant Article status- loader has been received with a price of \$148,000, minus a \$42,500 credit for trade-in for a total of \$105,500.
- CRF 4 X \$ truck is scheduled for delivery
- 2 bids have been awarded for culvert work and road covering.
- Line 115 PT was supposed to be budgeted for \$15,000 but was actually budgeted for \$9,000 . Question to the Road Agent from the committee is “What do you project for the end of the year? Can you cover it within your current budget?”
- PT employee was used more than usual to cover for resigned worker
- FT employee started one week ago
- Line 411 is over due to auto fill ups.
- BOS has finalized RFP for a new furnace

Acct 4316 Street Lights:

- Budget on Track

Acct 4319 Equipment Mechanic:

- Line 615 is over due to a 5% increase in fees not budgeted for. The difference will be taken from the telephone budget line.
- Line 660 Highway vehicle expenditures in first quarter. CRF account established for high end maintenance costs, The mechanic needs to go to the BOS for an explanation of the requirements to be met to qualify to draw money from this account and make a request to the BOS to replace the monies spent out of his budget.

Acct 4324 Solid Waste Disposal:

- Baler has been installed. There is still an issue with the limit switch but it is being worked on.
- Grant for installation in the amount of \$3300.
- Line 111 – extra hours to research requirements certification of work program and research into PT employee retirement in reference to the allotted hours they can work.
- Committee reviewed worksheets. A col should be included.Dat

Acct 4411 Health Officer:

- Budget on track

Acct 4414 Pest Control/ACO

- SPCA rate

Acct 4415 Health & Other Agencies:

- Budget on track

Acct 4441 welfare

- Question was asked how it spreads out over the year. Laura Zuzgo, Welfare Officer explained that the winter months, usually from Nov thru March is the hardest hit. There is some traffic this time of year, but not as much.

Acct 4520 Parks & Recreation

- Line 20-101 Town Beach is over due to raft repairs and to put the raft in the water

Acct 4550 Library

- Line 680 is the money the Town gives the library to pay their bills such as book subscriptions, dues and fees, equipment maintenance, patron programming, memberships, office supplies
- Building Maintenance they are replacing the book drop box instead of getting new chairs.

Acct 4583 Historian:

- Budget on track

Acct 4612 Conservation

- Budget on track

Acct 4711 Princ. - Long Term Bonds & Notes:

- Budget on track

Acct 4721 Int.- Long Term Bonds & Notes:

- Budget on track

Acct 4723 Interest on TAN

- Budget on track

Acct 4901 Land & Improvements:

- Budget on track

Acct 4902 Capital Outlay/Equipment:

- Baler purchased and delivered
- Loader replacement purchased and delivered
- 4X4 Pickup Truck purchased and scheduled for delivery

Acct 4903 Capital Outlay/Buildings:

- Highway burner project place holder
- Quanset hut –They have it but it is not up.
 1. What is the timing plan?
 2. Is there extra costs i.e., includes pad, installation?

BUDGET COMMITTEE MINUTES 7/31/2013 ~ DRAFT

David Swenson stated he would like to have the answers to all the questions before the next meeting. Chair Curry stated he would like to make the questions and answers to be part of the minutes. There was a brief discussion as to how to do this. Also he would like to request that the Department heads be or available to speak with Committee at the next meeting.

Acct 4909 Improvements Other Than Buildings:

- Milfoil Treatment

Acct 4915 Capital Reserve Fund:

- Not until after second tax bill

Overall Budget is at 56.92%

Acct 4916 Expendable Trust Funds:

- Office system maintenance pays for telephone repair, IT support, etc.

Actual & Anticipated Revenues:

- 2,600 tax bills went out with about 250 second notices sent out.

Financial Officer stated that the preliminary number for revenues is going to go up about \$75,000. The Committee had a discussion about the projected and actual revenues. BOS has voted to use \$25,000 to reduce the tax rate.

Joint meeting with Board of Selectmen:

The Committee would like to ask the Board of Selectmen to meet with them on September 9th, 2013

Tax Rate:

Discussion took place on whether or not BOS has to go with the feelings of the voters or could they do what they want with the money to reduce the tax rate. Also the general opinion of the Committee was summed up. Discussion on the guidelines to appropriate amount and what amount should be used.

New members Rudy Rosiello and Tony Bonanno will sit on the CIP Committee as the Budget Committee representative. The CIP meeting will be Monday Aug 12th, 2013 at 7 PM at the Town Hall.

Motion David Shagoury, second Tony Bonanno to adjourn. Vote was unanimous.

The meeting adjourned at 9:28 PM.

Respectfully submitted,

Laura Zuzgo

BUDGET COMMITTEE MINUTES 7/31/2013 ~ DRAFT

THE NEXT MEETING WILL BE HELD

ON SEPTEMBER 9TH, 2013

AT THE TOWN HALL AT 7:00 PM

A video recording of this meeting is on file with the Office of the Town Clerk, is available for public viewing during normal business hours, and will be retained in accordance with the New Hampshire Municipal Records Board rules established under RSA 33-4:4, or for a minimum of 24 months.