

*New Durham Board of Selectmen / Budget Committee
December 9, 2015
DRAFT*

**BUDGET COMMITTEE
Town Hall
December 9, 2015, 7:00 P.M.**

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

Budget Committee Chairman, David Curry, Chair; Catherine Orłowicz, Ellen Phillips, David Shagoury, Anthony Bonanno, and David Swenson, Selectmen Representative

Absent:

James R Jones, Cople Crown Representative

Also Present:

Gregory Anthes, Dot Veisel, Carol Allen, David Bickford, Michelle Kendrick, Corie Waldron, Jennifer Nadeau, Administrative Assistant

Call to Order

The Chair called the meeting to order at 7:06p.m.

Review of Minutes:

Minutes of the December 3, 2015, minor edits made, Mr. Swenson moves to approve as amended, seconded by Ms. Phillips. Motion passes, 6-0-0.

2016 Budget Review:

Account #4130 Executive Office (excluding Boodey House and Ethics): – Mr. Swenson representing on behalf of Interim Town Administrator (ITA) Carter Terenzini Mr. Swenson spoke on the overall budget detail and discussion was had on the lowered Town Administrator salary line (line 110) and the current year-to-date expenditure. Mr. Swenson spoke on the Land Use Administrative Assistant (line 115) and it's potential to be moved to Planning Budget (Account 4191) next year. Mr. Shagoury asked if this line was the full salary for the new hire for this position. Discussion was had on the approved hours and pay range for this position. Mr. Curry noted that ITA Terenzini, at the beginning of budget reviews, had mentioned there would be some Administrative position changes to adjust for some cross training and fill in any gaps. Mr. Swenson spoke on Web page/IT (line 343) and explained a potential change to the email and domain system to increase flexibility and better manage accounts. Mr. Curry asked about community access and learned that there will hopefully be some upgrades to raise coverage. Equipment (line 440) was discussed as there is a bit of an increase due to Town Hall improving file cabinet systems and potential computer needs. Mr. Shagoury asked about Printing (line 550) as it is overspent this year but it is still budgeting the

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same amount. Mr. Swenson spoke to this saying that last year's Annual Report costs had some carry over expenses to this budget year which caused an overage. Mr. Curry suggested raising the budget by \$500. Ms. Phillips asked about Dues and Fees (line 560) and why there was such a change. It was noted that these memberships and fees were moved to TOE Other (line 820). Mr. Curry spoke to the fact that this account was formerly Mileage so it could not be reviewed based on past expenses. Ms. Orlowicz asked why the Health Insurance/Dental changes had been made. Mr. Swenson spoke on addition to coverage of the new hire Town Administrator and estimated savings on total bottom line from last year based on change to plan.

Mr. Bonnano made a motion to approve Executive Office, Account 4130 at \$212,642. Seconded by Ms. Orlowicz for the purposes of discussion. Mr. Shagoury mentioned that he had a problem with the large increase in this account. Ms. Phillips mentioned that ITA Terenzini had explained previously that there were many holes in this account that needed to be adjusted and filled. Mr. Swenson noted that the major addition to this account's bottom line is the addition of a benefits package for the new TA. Mr. Bonnano mentioned that he thought that the TA was the most important position and with a strong candidate in place it will be worth the added cost. There was further discussion on mileage expenses (line 820) and who was using the mileage.

Call to vote. Motion passed 6-0-0

Account #4155 – Personnel Administration presented by Mr. Swenson on behalf of ITA Terenzini. Mr. Swenson explained the changes to the Insurance plan for full time Town employees. Mr. Curry noted a major change to Adjustment and Raises (line 150) and learned that this will cover Equity changes for three separate positions, to cover changes in position responsibilities, as well as merit raises for employees. Mr. Swenson noted that the fringe benefit markup is a comparative overall range adjustment based on the total of salaries for all employees. Insurance Reserve (line 210) was addressed by Mr. Swenson who noted that this was an average adjustment of 30% based on comparable markups based on estimates and risk factors. Mr. Curry spoke on the new plan features and how it is saving the Town money. Ms. Phillips mentioned that she was concerned with the potential for large bills and what the higher end of the contract coverage was. Further discussion on insurance plan coverage and potential to move the savings to a trust fund to cover the Town in case of catastrophic issues down the line. Mr. Swenson noted that the benefits changed in July so not all of the cost savings have been seen to date as we have not had a full year at this point. Ms. Phillips posed a question to Mr. Curry about a memo to be received from ITA Terenzini regarding the Recreation Director's raise status. None had been received to date but there would be follow up made. Further discussion was had on Recreation Director raise and the process of administering pay being a Board of Selectmen decision no matter what the account is funded at.

Mr. Bonnano made a motion to approve Personnel Administration Account 4155 at \$118,250. Seconded by Mr. Swenson. Motion passes 5-1-0 with Ms. Phillips opposed due to her belief that the Recreation Department Director should have been given a raise.

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Account #4194 General Government Buildings – Mr. Swenson presenting on behalf of ITA Terenzini. General discussion on clock being electrified and automated. Mr. Swenson spoke on Contracted Service (line 330) which covered cleaning services to Town Hall. Discussion of the year-to-date expenditures in this line. Mr. Curry suggested dropping Town Hall Water Systems (line 334) to \$1 as nothing has been spent from this account in several years. Further discussion on building maintenance (line 610). Chair called for a vote.

Mr. Shagoury motioned to approve General Government Buildings, Account #4194 at \$21,891. Ms. Phillips seconds. Motion passes 6-0-0.

Account #4199 Other General Government – Mr. Swenson presented on behalf of ITA Terenzini. Mr. Swenson mentioned that it was being discussed that these two lines could be moved to their appropriate accounts next year prior to budget season. Discussion was had on the repeater usage and location.

Motion was made by Mr. Shagoury to approve Other General Government at \$2,800. Seconded by Ms. Orlowicz. Motion passes 6-0-0.

Account #4153 Legal Expenses – Mr. Swenson presented on behalf of ITA Terenzini. Mr. Curry noted that the budget has been raised. Ms. Orlowicz asked why the Department Head had requested \$32,500 originally but the Selectmen have approved \$40,000. Mr. Swenson spoke to this and noted that after discussion with counsel it was suggested that, because of current pending litigation plus normal legal expenses, it would be best to appropriate \$40,000.

Mr. Shagoury made a motion to approve Legal Expenses Account #4153 at \$40,000. Seconded by Mr. Bonnano. Motion passes 6-0-0.

Account #4291 Forestry – no representative
Ms. Phillips asked why FICA had gone down. Administrative Assistant Nadeau referenced a change in coverage to not include line 185 in the FICA calculations. Mr. Swenson mentioned that the Board of Selectmen approved this budget at \$8,057 and it was noted that there was a rounding error that caused these discrepancies. There was discussion on the YTD expenditures being about half of the budget.

Mr. Bonnano made a motion to approve Forestry Account #4291 at \$8,060. Seconded by Mr. Shagoury. Motion passes 6-0-0.

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Discussion on upcoming meeting **DECEMBER 16, 2015 7PM AT TOWN HALL.**

Ms. Orlowicz made a motion to adjourn, Seconded by Mr. Swenson. Motion passes 6-0-0. Meeting adjourned at 9:39pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jennifer Nadreau". The signature is written in a cursive style with a large initial "J".

Jennifer Nadreau
Administrative Assistant