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B U D G E T C O M M I T T E E
P U B L I C M E E T I N G M I N U T E S
August 12, 2015
Draft

A business meeting of the New Durham Budget Committee was called to order at 7:00 PM in the Town Hall located off Main Street.

Present:

David Curry, Budget Committee Chairperson
David Shagoury, Budget Committee Co-Chairperson
David Swenson, Selectman's Representative
Anthony (Tony) Bonanno, Budget Committee Member
Cathy Orlowicz, Budget Committee Member
Ellen Phillips, Budget Committee Member
J. R. Jones, Budget Committee Member

Also Present:

Jeremy Bourgeois, Town Administrator (TA)
Carole Ingham, Town Clerk/Tax Collector
Gregory Anthes, Citizen

Chair Curry welcomed back the Committee members.

Approval of Minutes:

Motion by David Shagoury, second by Ellen Phillips to approve the Budget Committee minutes of May 6, 2015 as written. Motion was approved unanimously with one abstention (J. R. Jones).

Second Quarter Review:

Acct 4130 Executive:

- Late fees from the IRS due to previous Finance Officer not paying taxes on time.
- David Swenson said the town has been audited and that the new Finance Officer, Jen Correia, has done a great job correcting the errors made the previous year. The Town has not received the final audit report as yet. A copy will be given to the Budget Committee when it comes in.
- The cost for the Town Report was higher than budgeted for. Town Clerk Carole Ingham explained there were more pages than anticipated due to SB2 form of Town Meeting and State forms were more pages than anticipated.
- Budget on track with 51.45% remaining.

Acct # 4140 E&R

- Postage for last year was posted on this years' budget causing the postage line to go over on all budgets.
- Budget is on track with 50.47% remaining.

Acct 4150 Financial Administration

- The OT line was questioned as to if there would be enough hours to cover the budget season. Chair Curry said he is requesting the Finance Officers hours be adjusted to make sure she can attend the Budget Committee meetings 2 hours a week.
- Budget is on track with 49.32% remaining.

Acct 4152 Assessing

- David Swenson stated the BOS had a meeting with Jeff Earls from Cross Country Appraisal. The Board expressed their dissatisfaction with the lateness of the issuance of the tax bills. Jeff said he has used most of the hours allotted in the contract but will work with the Town. He said the original person assigned to the Town left Cross Country and now Jeff Earls is the Assessor for the Town.
- TA Bourgeois indicated the Assessing Clerks wage line could possibly go over this year.
- Tax Map updates have been sent to Cartographics.
- Budget has 43.39% remaining.

Acct 4153 Legal Expenses

- Budget has 47.85% remaining.

Acct 4155 Personnel Administration

- Line 10-150 Market Adjustments & Raises will be distributed by the next BC meeting. David Swenson said there will be money left in this line.
- Budget has 97.73% remaining.

Acct 4191 Planning Board

- Line 10-580 Training still has 65% remaining. David Swenson explained most of the training is done in the fall.
- Line 10-330 Contracted Services is at 100%. TA Bourgeois said the Board is working with Strafford County on new maps.
- Budget is on track with 90.19% remaining.

Acct 4192 Zoning Board of Adjustment

- Budget is on track with 62.71% remaining.

Acct 4194 General Government Buildings

- Finance Officer will be asked to clean up spreadsheet.
- Line 10-651 – Town Hall Alarms. TA Bourgeois stated he spoke with the company and there was an increase in the cost. The question was asked if the Town has a contract and if so how long is the contract and what is the total cost to the Town for all the buildings with alarms.
- Line 10-411 Oil Services is locked in prices and the contract ends September 1st.

- Budget has 44.25% remaining.

Acct 4195 Cemeteries

- Budget has 92.48% remaining.

Acct 4196 Insurance

- Budget on track with 51.62% remaining.

Acct 4199 Other General Government

- Dam monitoring is done once a year. The dam on Downing's Pond has been reported to have a structural issue and will have to be reviewed during the budget season.
- Budget on track with 53.81% remaining.

Acct 4210 Police

- Tony Bonanno raised concerns of the OT line and requested the BOS look into stopping OT after the summer season.
- Budget on track with 51.29% remaining.

Account 4220 Fire

- TA Bourgeois explained the prior Chief bought shirts, hats and hoodies putting Line 20-615 Uniforms over budget.
- Budget is on track with 55.10% remaining.

Account 4240 Building Inspection

- Line 10-115 Deputy Wages is being used to cover the hours for help with the files and issuing of permits.
- Budget is on track with 60.26% remaining.

Account 4290 Emergency Management & Account 4291 Forestry

- Line 4290-40-180 Forest Fire Suppression and Line 4290-40-740 Forestry Equipment is over due to miscoding. These need to be charged to Account 4291.
- Cathy Orlowicz asked who pays for the response to another town. David Swenson said he is not sure but will look into it.
- Emergency Management portion of Budget is on track with 64.16% remaining.
- Forestry portion of Budget is on track with 94.10% remaining
- Overall Budget is on track with 53.09% remaining.

Account 4312 Highways & Streets

- Article 9 Highway truck has been purchased.
- Article 4 RSMS bid has been closed and the paving has an end date of October 31st.
- The BC is asking the Road Agent to explain the overage for Line 90-411 Garage Oil/Service.
- Budget is on track with 50.90% remaining.

Account 4316 Street Lights

- Budget is on track with 45.57% remaining

Account 4319 Equipment Mechanic

- Unexpected frame repair to EM Vehicle
- Unexpected breakdown of sander
- Chair Curry stated the FD Chief would be doing some kind of assessment of the equipment. Gregory Anthes stated the Chief has reviewed all the equipment and does not see any need for replacement of equipment.
- Dept of Labor conducted an inspection and indicated areas that needed in improvement. One area was the Highway Garage and the Equipment Mechanic paid some of the cost as he shares the facility with the Highway Dept.
- Repairs to vehicles for State Inspections
- Budget is on track with 69.94% remaining.

Account 4324 Solid Waste Disposal

- Line 430 there are more repairs needed for the compactor. There is no estimate as to cost as yet.
- One of the hauler companies is no longer in business.
- Budget is on track with 53.61% remaining

Account 4411 Health Officer

- Budget is on track with 71.55% remaining.

Account 4415 Health & Other Agencies

- VNA has been paid.
- Budget is on track with 70.00% remaining.

Account 4441 Welfare

- Budget is on track with 82.56% remaining.

Account 4520 Parks & Recreation

- Line 10-551 Advertising is over due to the need for summer help.
- Chair Curry asked for a better explanation for dues and fees.
- Budget is on track with 67.02% remaining.

Account 4550 Library

- The Budget Committee wished Library Director Max Wirestone good luck in his future endeavors as he will be leaving the Town at the end of the month.
- Budget is on track with 56.52% remaining.

Account 4583 Historian

- Budget is on track with 100% remaining.

Account 4589 Other Culture and Recreation

- Budget is on track with 27.20% remaining.

Account 4612 Conservation

- Budget is on track with 72.89% remaining

Account 4711 Principle Long Term Bonds & Notes

- Budget is on track with 53.38% remaining.

Account 4721 Int- Long Term Bonds & Notes

- Budget is on track with 46.63% remaining.

Account 4901 Land & Improvements

- Monies will be spent in the coming quarter.
- Budget is on track with 100% remaining.

Account 4902 Capital Outlay/Equipment

- Police Cruiser has been purchased
- Budget has 100% remaining.

Account 4903 Capital Outlay/Buildings

- The Fire Department renovations are on hold pending additional discussions.
- Budget is on track with 56.75% remaining.

Account 4909 Improvements Other Than Buildings

- Agreement for the contract for Milfoil Treatment has been signed.
- Budget is on track with 93.27% remaining.

Account 4915 Capital Reserve Funds

- Fuel Depot line and Revaluation are accounting errors.
- Transfers are made at the end of the year.
- Budget is on track with 78.71% remaining.

Joint meeting with BOS and BC:

Chair Curry said he will get in touch with David Bickford to try and schedule a date for a joint meeting.

Chair Curry asked members to send him an email with any budget issues they would like to have addressed during the budget season.

Chair Curry asked about CIP. TA Bourgeois said the CIP Committee has not met yet.

David Shagoury said the New Hampshire Municipal Association is going to having budget workshops in the near future and he would urge anyone who has not attended one or has not been in the last four years to go. He said regulations are always changing.

Motion by J. R. Jones, second by Tony Bonanno to adjourn the meeting. Vote was passed unanimously.

The meeting was adjourned at 8:51 PM.

Respectfully Submitted,
Laura Zuzgo

Next Meeting
TBA

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.