

TOWN OF NEW DURHAM
Budget Committee Meeting
March 21, 2024, 7:00 PM
New Durham Town Hall, New Durham, NH 03855

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

Terry Jarvis, Budget Committee Chair
Ken Fanjoy, Budget Committee Vice Chair
Paul Perry, Budget Committee Member
Ellen Phillips, Budget Committee Member
Susan DeRoy, Budget Committee Member – via Zoom
Kelly Bisson, Budget Committee Member – Copple Crown Village District Representative
David Swenson, Board of Selectmen Representative

David Bickford, Budget Committee Member – excused absence

ALSO PRESENT

Cecile Chase, Interim Town Administrator
Vickie Blackden, Finance Officer
Cathy Orlowicz, resident

CALL TO ORDER

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

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

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

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

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

Review and Approve FY 2024 Copple 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 Copple 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 and 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Committee reviewed the FY 2023 Revenue Report.

APPROVAL OF MINUTES

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

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

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

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

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

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

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