



Budget Committee

Public Meeting Minutes ~ May 16th, 2007

Town Hall

Current Chair Mark Jarvis called the meeting to order at 6:00 PM in the New Durham Town Hall located at 4, Main Street.

Committee Present:

Mark Jarvis	Catherine Orlowicz
Ann Brady	Dean Stimpson
David Curry	Selectmen's Rep. Ron Gehl

Absent with apologies: Cecile Chase

Also Present: April Whittaker, Town Administrator & Recorder
David Bickford, Selectman.

I. Administrative

Approval of Minutes:

- ❑ The Board reviewed the minutes of May 9th, 2007. Motion Brady, second Stimpson to approve as written, vote unanimous.

Election of Chair & Vice Chair 2007 & 1st quarter of 2008

- ❑ Motion Stimpson, second Curry to re-nominate current Chair Jarvis, vote unanimous; chair duly remains with Jarvis
- ❑ Motion Orlowicz, second Brady to re-nominate current Vice Chair Chase, vote unanimous; vice-chair duly remains with Chase.

Election of Capital Improvement Program Budget Committee Representative

- ❑ Motion Jarvis, second Stimpson to nominate David Curry who accepted the nomination, vote unanimous. Curry to become CIP representative.

II. First Quarter Review of Expenditures and Revenue Receipts

Town Administrator Whittaker briefly advised that the expenditure spreadsheets were indicative of expenses incurred through to May 10th, 2007, and that overall, the departments were in the correct percentiles for remaining monies within the various budgets. She noted one correction for the committee's benefit, namely, in the Capital Account 4903 where the contract expenditure for the Fire Station's conceptual plans will be debited against the encumbered funds line. Again, note was made that the contract was a 2006 project but the town did not receive billing until 2007. She confirmed that the audit had approved the encumbrance of the appropriation from 2006 due to the contractual nature of the expenditure.

She noted to the committee that recycling revenue was brisk. Questions were raised as to how the plastic recycling was going and Selectman Gehl took the opportunity to advise that while it was not a money generator for the town, it did reduce landfill costs, and saved space in the current landfill to extend the life of the landfill in Rochester. Mrs. Whittaker did advise that during the first quarter, town clerk's registrations were down by approximately \$10,000 probably due to the economy and slow pace of new car sales.

Mrs. Whittaker confirmed that the audit had been completed and would extend invitations to members of the committee when the auditors set a date to meet with the Board of Selectmen.

III. Selectmen's Update

Selectman Gehl picked out financial impact highlights from the Board's Work Plan which he felt would be relevant for the Committee, namely:~

- ❑ Pay Scale Anticipated Review by the Local Government Center. He advised that the process would involve job description updates, working with LGC personnel to pinpoint comparable communities, and then having LGC perform spreadsheets of pay levels from the comparable communities. As an aside, it was noted that the benefits would also be compared from the named comparable communities.
- ❑ Web Site Redesign: Selectman Gehl confirmed that "Virtual Town Hall" personnel would be meeting with the Board on Monday, May 21st and making a presentation, and discussion of development of a web site for New Durham.
- ❑ On-going work on the town's fixed assets to become part of the town's CIP.
- ❑ Tax mapping under contract for a not to exceed \$40,000 for the first phase of the Project.
- ❑ Painting and Refurbishment planning for the exterior of the Town Hall. He advised that Mr. Smith would be constructing new town hall doors and that they are working with Mrs. Orlowicz for the historical correctness of the design.

- ❑ On-going work with the Fire and Police Department regarding a small addition and a hoped for shared training room for both entities.
- ❑ Alternate quotes being sought for Workers Compensation, Health Insurance and Property Liability Insurance.
- ❑ Highway Department road projects, and hopes for state funding for a goodly portion of repair and reconstruction of Davis Crossing Road. Confirmation of the truck acquisition.
- ❑ Watchful eyes being kept on receipts of demolition fees in an effort to maximize zero impact to the taxpayers, but rather making the service user based.
- ❑ Voting machine probable acquisition sometime during the summer.

IV. Budget Committee Review

Selectman Gehl, and Town administrator Whittaker solicited suggestions from the Committee to better facilitate the budget review process for 2008. It was agreed by all to try to start the review period by the Board earlier so that the Committee were able to see at a later date the Selectmen's approvals. Questions were raised by David Curry about a joint review for the larger budgets; Chair Jarvis felt strongly that there needed to be separate reviews but noted that reviews would have to be distinct and separate from any joint decision making, which he felt very strongly should not occur. Basically the Budget Committee would like to begin their interview platforms during November, December and January, if necessary. It was noted that last year's timetable became skewed due to the October and November School Withdrawal challenges before the Board of Education, and the changeover in management at the Fire Station.

Copple Crown Village District Chairman, Chris LaPierre joined the meeting for the public hearing on the District's revised budget figures.

Public Hearing ~ Copple Crown Village District Revised 2007 Budget

Motion Stimpson, second Brady to open a Public Hearing to hear the revised budget of the Copple Crown Village District, vote unanimous.

Chairman Jarvis duly opened the meeting at 7:30 PM noting that the District had lost a truck in an accident during the March snowstorm which needed to be replaced at a cost of \$32,500 and that because of the April flooding, an additional \$2000 was now required for road repairs making a total additional revision of \$34,500 to be added to the CCVD's proposed budget. Chair Jarvis also noted that the District would be holding it's annual District Meeting in June, having missed the May 1 deadline, again, due to the flooding problems.

Chris LaPierre, CCVD Commissioner and Chairman, confirmed the above and added for the Committee's information that the revenues had been increased, too, to reflect use of undesignated fund balance to defray the cost of the truck to the taxpayers.

There being no further questions, concerns or comments from the committee and no public attendance; motion Stimpson, second Curry to close the hearing at 7:35 PM, vote unanimous.

Chair Jarvis called for a vote on the Cople Crown Village District Revised budget 2007. Motion Stimpson, second Brady to approve the additional revisions of \$34,500 to the total 2007 budget, and revenue use of undesignated fund balance amounting to \$11,100, vote unanimous.

The committee then signaturred the state budget forms for Village Districts known as the MS-37.

Any Other Business

The committee determined to meet for the 2nd quarter figures on August 13th, 2007 at 6:00 PM in the Town Hall.

Adjournment

Motion Orlowicz, second Curry to adjourn at 7:40 PM, vote unanimous.

Respectfully submitted,
April Whittaker, Recorder.