

## **BUDGET COMMITTEE**

### **PUBLIC MEETING MINUTES**

#### **December 17<sup>th</sup>, 2007**

A business meeting of the New Durham Budget Committee was called to order at 6:03 PM in the Town Hall located off Main Street.

**Present:**

Cecile Chase, Budget Committee Chairman  
David Curry, Budget Committee member  
Cathy Orlowicz, Budget Committee member  
Dean Stimpson, Budget Committee member

**Also Present:**

April Whittaker, Town Administrator  
Vickie Blackden, Financial Assistant

**Excused Absences:**

Ann Brady, Budget Committee member  
Lois Parker, Budget Committee member  
Ron Gehl, Selectmen's Representative to the Committee

**Approval of Minutes:** The Committee reviewed the minutes of the December 10<sup>th</sup>, 2007.

**Motion to approve as amended Dean Stimpson, second David Curry. Vote unanimous.**

**Acct 4441 Welfare:** The committee questioned April Whittaker on how a figure was reached for welfare and April explained that it is basically a best "guess" because we do not know who is going to need assistance from the Town. She stated that with fuel prices going up and the rate of foreclosures, the welfare department would like to have enough money budgeted to help those that qualify. \$21,000 requested, actual monies expended in 2007 approximate \$14,000. Noted by all that the Department request was approximately 50% less than previously requested in the past. Mrs. Whittaker advised that adherence to the state laws, knowledge of state agencies and non profit agencies and a revised application for means testing made the system of application more professional with better directives for the applicants.

**Motion to accept \$21,000 pending Selectmen's review and salary by Dean Stimpson, second David Curry. Discussion Are there fewer people coming in? Answer yes. Is there someone available to help with the application? Answer yes. Vote was unanimous**

**Acct 4550 Library:** The committee met with Max Crowe and the Library Trustees. Tom Swett, spokesperson for the Trustees noted the following impacts:

- Inclusion of Town's Retirement for their fulltime employee to provide parity with other town employees
- Disability Insurance
- General request for more operational funding

He further noted that the fuel request was already too low from the original budget submittal. Consensus of the Budget Committee that the fuel budget be revised from \$2000 to \$2500. The

question was asked "Do they track demographics?" Max Crowe explained that he keeps track of what areas are the most used and what resources get used the most, but mostly what is kept track of right now is how many children and how many adults use the library. They are working on setting up a survey for the coming year. The statistics kept for this year showed a 10% increase in circulation, over 25% increase in passage of people, and a 200-300% increase in computer use. It was explained to the committee that there are 2 CIP funds for the library one being building maintenance and one for technology equipment. 2008 may bring a proposal to request a third reserve for land acquisition to provide for any future addition initiatives. The question was asked if people take advantage of the programs available through fees and dues. The answer was "yes".

**Motion to approve \$86,741 by David Curry, second by Dean Stimpson. Vote unanimous.**

**Acct 4312 Highway Department:** Mark Fuller was present to answer questions by the committee. Mark has reflected a 4.5% increase in salaries but again the Committee were advised that this has not been approved by the Board of Selectmen. He was asked why there was an increase in clerical and Mark explained there was an increase in paperwork and demand from the state and local government. He is asking for an increase from 8 hours to 10 hours. Also April Whittaker explained that the Highway Dept. will be responsible for its part of the new web site.

Gravel Request: Noted by committee of the board's cut. Mark explained that they used a substantial amount of gravel and that FEMA reimbursed them for this. Mark and April explained that the BOS has made the choice to petition the court for an extension on the lease of the Shirley gravel pit, which expires in 2009. The original requested amount was indicative of having to make private acquisition of gravel.

Road Paving Program: The question was asked if work on the Coburn Woods road was scheduled and Mark stated "yes". A question was posed that should the proposed subdivision known as Red Oaks is approved, what work would need to be done to the road? Mark stated his recommendation would be to rebuild the road, and to request off-site improvement costs.

Salt: The cost for salt was questioned and Mark explained that the cost of salt had increased and the usage has also increased.

Diesel Fuel: Noted that diesel usage was down and Mark and Vickie Blackden explained that there is only one school bus now using diesel as opposed to the original estimate from the School District, and that the costs for the extra diesel are reimbursed through the School District.

Office Supplies: The decrease in supplies is due to the fact that the BOS move the funds for computer acquisition to the Expendable Trust.

General: The budget is generally showing an increase in cost of living as responsible for the increase in the amount requested.

**Motion to approve \$230,852 pending BOS salary decision by Dean Stimpson, second by Cathy Orlowicz. Vote unanimous.**

April Whittaker noted to the Committee per the CIP Schedule that the department is due in 2008 for a large truck acquisition which is reflected on the capital side in Acct 4902 ~ expected costs per State Bid \$127,000.

April Whittaker further advised to the committee, the unexpected expense of upgrading the fuel tanks and their distribution lines, which is being mandated by DES. This was an unanticipated costs and will impact on the Capital budgets.

Also compliments to the Highway Department for the excellent job they are doing on our roads through these snowstorms were expressed by April Whittaker and endorsed by all committee members.

April Whittaker had to excuse herself from the meeting at 6:58 PM to attend the BOS meeting.

**Acct 4319 Equipment Mechanic:** David Valladares explained to the committee that his overtime was up and that contracted services was also up this year due partly to the fact that his part-time employee was not available for about 2/3 of the year due to a worker's compensation injury. Also the loader needed repairs that had to be done by John Deere.

Supplies went up because of cost increases due to the general world markets.

An assessment of the equipment was requested and David explained that as of right now he does not foresee any big repairs in the future on any of the Town vehicles.

The Recreational Department equipment was decreased because originally they were asking for a bagger and got a better deal saving them \$1200 and \$1000 is coming out of the Recreational Department budget. This is why the BOS reduced the amount from \$2600 to \$400. The biggest expense for vehicle maintenance is tires. The question was asked about the repair to a fire truck of \$15,000. David explained that under normal circumstances the money would have come out of his budget, but an administrative decision was made to take it from another account. It was explained that the repair did not have to do with the mechanics of the truck but an apparatus repair which was why it had to be sent out for repair and why the decision was made to not take the money from the Equipment Mechanic's budget. The concern of the committee was ensuring the fire equipment on a rotation for inspection and David explained that they are getting everything on a rotation.

**Motion to approve \$76,315 pending salary review from BOS made by David Curry, second Cathy Orlowicz. Vote unanimous.**

**Acct 4583 Town Historian:** Cathy Orlowicz explained that she was requesting more money for supplies because of a need for acid free boxes to store rebound books and newly acquired documents. She stated she would be spending time this year in assessing what is in the vault. The Patriotic expense includes flags for all the graveyards and Cathy explained that this year she is requesting to purchase four new buntings because it is an important birthday for the Town Hall. Cathy has been unable at this time to meet with the cemetery trustees to declare some of the older cemeteries as unused so that the Town can take over the care of them. The Town House Park has moved to Account 4190 and the care has been turned over to the Meeting House Committee.

**Motion to approve \$2,500 made by David Curry, second by Dean Stimpson. Vote 3-0 with Cathy Orlowicz abstaining.**

Cathy explained to the committee that the Town is considering a stipend for the Historian. The committee has asked Cathy to keep track of mileage and time for use when figuring next years' budget.

**Any Other Business:** The committee was given revenue sheets to review. The committee had requested this to see how much money comes in from other sources. The landfill revenues 3401-02 and building permits 3230 were of interest to the committee. David asked what the balance uncollected column was and Vickie explained that it was the amount over budget which goes to the fund balance. Under Acct. 3379-40 is the money the Town gets back from Governor Wentworth School District for the diesel fuel. Cecile chase asked what the shared revenues were and Vickie read from the RSA which explained that it is a portion of the general revenue of the state is returned to each city and town of the state and it is calculated on taxes of several items. State grants shows \$2500 which was the offset for the boiler for Solid Waste. Vickie explained fines from local units, which is parking violations caught by the Town.

**Motion to Adjourn by David Curry, second Dean Stimpson. Vote unanimous.**

The meeting was adjourned at 7:45 PM.

*Respectfully submitted,  
Laura Zuzgo*

***Next Meeting: 6 PM Monday, January 7<sup>th</sup>, 2008 in the  
Upstairs Conference Room at the Town Hall.***