

**BUDGET COMMITTEE
PUBLIC MEETING MINUTES
July 16th, 2008**

A business meeting of the New Durham Budget Committee was called to order at 6:35 PM in the Town Hall located off Main Street.

Present:

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

Excused Absences:

Peter Rhoades, Selectmen's Representative
Ann Brady, Budget Committee Member

Also Present:

April Whittaker, Town Administrator
Vickie Blackden, Financial Assistant

Approval of Minutes: The Committee reviewed the minutes of the April 30th, 2008.

Motion Dean Stimpson, second David Curry to approve the minutes as amended, vote unanimous.

Second Quarter Review:

April Whittaker explained to the committee that the legal account expenditure is high mainly because of the proposed Red Oak subdivision. It was not anticipated that the discussions involving conservation easements would take place in 2008. Also responsible was the legal review of the lease for the new Fire Truck and the March's Pond Dam Bond. David Curry asked if there is a mitigation plan in place. April Whitaker explained that it would be taken care of at the end of the year. She will provide the budget committee with a summary of legal mitigations. Dean Stimpson asked if sending out a policy memo should be sent to all the Department heads stating that because of the increase in fuel prices and legal fees all department heads are being asked to cut back wherever possible. April Whittaker said that has already been done. April Whittaker explained to the committee that some of the unexpected expenses could come out of the undesignated funds.

Cecile Chase said she went through the statements and noted accounts that were over 50% of the budget. She asked if department heads kept track of how much of their budget was being spent. April explained that every department gets a monthly statement of their account. It was explained that solid waste was over on overtime because one worker was out on disability. Ms. Chase asked why Emergency Management still had $\frac{3}{4}$

of its budget left. April explained that meetings are taking place to formulate a plan to go forward with updating the plan. She told the committee that we have a new emergency management officer. Forestry has not spent much of their budget because the general practice for them is to hold onto as much of the budget as possible in case of an emergency situation until the end of the year. The Police budget is over on mileage and this is because of police officers having to use their own vehicle to go to court because the department was down two cruisers for a while. David Curry stated that mileage should be budgeted for in the coming year. April informed the committee that the building inspector account will be going down as the Town has hired a new building inspector. Mark Fuller provided a memo to the committee members breaking down all of his expenses for them to review(see attached). Mark has been buying sand and salt to try and get it at the best prices. The overtime was high because of all the snow storms this past winter. The town mechanic account was then discussed. David Curry asked if there had been some major repairs done that would cause the budget to only have 38% left. April Whittaker stated that she was not his supervisor and did not know the answer. Cecile brought up the fact that the committee had asked for each department head to submit a brief narrative on their quarterly expenses and that the road agent was the only one who did this. April Whittaker agreed to send a memo to all the department heads and Cecile Chase stated she would send April an e-mail to incorporate into the memo. It was explained to the committee that the money for tax maps would come out of the Capital Reserve Fund and the transfer would take place at the end of the year. Dean Stimpson asked about the Revaluation. April stated that a meeting had taken place between the Department of Revenue(DRA) and the assessor. The Land Appraisal Department has been without a director. The Town is waiting to hear if a full revaluation or a market update will be required. Encumbered funds were then discussed. Road reconstruction was a carry over from last years' Highway Block Grant and it has now been spent.

Selectmen's Report:

- The Police Department has hired the new officer that was budgeted for.
- The Fire department has received the leased Rescue/Pumper truck.
- There have been some major legal issues with March's Pond Dam. The contractor has been unable to obtain insurance for the performance bond because the state classified the dam as a high hazard. The town is in the process of appealing the classification. The town has secured the bonding, have an engineer and contractor. The question was asked what kind of relieve do the property owners get. April Whittaker told the committee they receive a 20% reduction in property value.
- The Police Department has received their new cruiser.
- Job descriptions have been sent to the Local Government Center for salary review.
- The Ethics Committee held its inaugural meeting on July 14th.
- CIP has met with the Highway Department, Solid Waste, Library, Parks & Recreation, and Police Department. The Tour of Facilities is scheduled for August 6th.
- The Fire Station addition is expected to be finished in 5-6 weeks.

- David Curry asked how often the town is audited. The town is audited once a year. It is usually done as early as April. This year's audit included internal controls. The Town should get the results in December.
- BOS met with department heads and the department heads expressed to the selectmen that they would like more direction and guidelines on what would be expected of each department's budget this year. Cecile Chase has asked that if the Board does put together a guideline, could the committee members receive a draft of the guidelines to review and make recommendations.

CIP:

Lois Parker told the committee that she had been unable to attend the first meeting and the last meeting. She reported that she had been at the meeting when the Highway Department and Solid Waste met with the CIP committee. One of the changes to the highway department would possibly be purchasing some of the bigger items earlier than originally proposed to get them at a better price. Solid Waste discussed the benefit of purchasing a third hopper. A tour of the Alton facility was recommended to get ideas of how to set up our facility for better efficiency. Lois reported that a tour of the town facilities will be on August 6th.

Next Meeting:

The next meeting will be held on October 8th, 2008 at 6:30 PM in the Town Hall.

David Curry asked for a summary of all the actions the committee is asking for.

Summary:

1. Legal mitigation summary
2. Brief summary from all department heads of quarterly expenses
3. Copy of the draft of guidelines set up by the Board of Selectmen for department head budgets.

Adjournment:

Motion by David Curry, second by Lois Parker, to adjourn, vote unanimous.

The meeting was adjourned at 8:15 PM.

Respectfully submitted,

Laura Zuzgo

***Next Meeting: 6:30 PM Wednesday, October 8th, 2008
at the Town Hall***