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**BUDGET COMMITTEE
PUBLIC MEETING MINUTES
December 17, 2014
Draft**

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

Present:

David Curry, Budget Committee Chairperson
David Shagoury, Budget Committee Vice Chairperson
Terry Jarvis, Selectmen's Representative to the Committee
J. R. Jones, Budget Committee Member
Anthony (Tony) Bonanno, Budget Committee Member
Catherine (Cathy) Orlowicz, Budget Committee Member

Excused Absence:

Ellen Phillips, Budget Committee Member

Also Present:

Jeremy Bourgeois, Town Administrator (TA)	Judith Crouse, Financial Assistant
David Stuart, Fire Warden	Kevin MacCaffrie, Fire Chief
David Swenson, Resident	Gregory Anthes, Resident

Approval of Minutes:

Motion by David Shagoury, second Terry Jarvis to accept the minutes of December 10, 2014 as amended. The motion passed 5-0, with 1 abstention (Bonanno).

Account 4220 Fire ~ Proposed Budget \$198,980 Default Budget \$186,230

- Budget presented by Fire Chief MacCaffrie.
- Line 10-110 Admin/Day Position increased from \$14,600 to \$30,000 because the Chief prorated the hours between the Deputy Chief and himself. Also, the previous Chief was budgeted for 16 hours and the current Chief is budgeted for 24 hours. The BOS was satisfied with the hours and the per hour rate. Terry Jarvis said the rate per hour for the firefighters change with the certification they achieve. Line 115 P/T Secretarial Assistance decreased from \$6,325 to \$4,500 because the Chief was doing some of the secretarial work in his 30 hour week. Now it is being done by anyone willing to do it.
- Line 10-631 Radio/Equip Maintenance increased from \$3,000 to \$3,500 due to the age and condition of the radios. This is for radio maintenance not

replacement. Chair Curry asked what the total value of the current radio equipment. The Chief estimated the value at about \$135,000 not counting the base and pagers which is approximately an additional \$8,000. The pagers are necessary to alert the firefighters of a call. They can hear dispatch through them. J. R. Jones asked if there were any outstanding bills because there is still \$1,300 left in this line. The Chief said there are two radios out for repair. The BOS is requesting the establishment of a Fire Department Ancillary Equipment Non-Vehicle CRF on the Town Warrant in anticipation of the replacement of the radios, thermal imaging cameras, and SCBA's. The Chief will still be applying for grant money.

- Line 20-580 Training Expenses increased from \$7,000 to \$8,500 due to an increase in the roster and the number of firefighters and EMT's that need to recertify. The annual training is 24 hours of an instructor's time. There are six people in need of recertification. Chair Curry asked the Chief what the community requirement is for EMTs. The Chief said an average of ten. The Department is currently two EMTs short. There are two people currently in training and two to start their training in January. Cathy Orlowicz asked if there is any requirements for those who want to just stay firefighters. The Chief said there is no recertification needed but they do basic retraining.
- Line 20-630 Equipment Maintenance increased from \$15,000 to \$17,000 due to a pump that will need repairs in 2015. This line covers the cost of annual testing of equipment. Tony Bonanno asked how much maintenance is done by the Town mechanic and how much is done by them. The Chief said they do the routine maintenance and contract out the work for major repairs. The Town mechanic does not do any repairs other than vehicles.
- Line 20-740 FD Equipment ~ Chair Curry asked what the difference was between this line and Line 630. The Chief said this line is replacement of equipment and Line 630 is maintenance of equipment.
- Line 90-335 Generator Maintenance Contract increased from \$750 to \$900 due to an increase in the contract price which goes up as the generator ages.

Motion by Terry Jarvis, second J. R. Jones to approve Acct 4220 Fire Department in the amount of \$198,980. The motion passed unanimously.

Account 4291 Forestry ~ Proposed Budget \$9,117 Default Budget \$10,115

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- Line 10-180 Fire Suppression decreased from \$5,600 to \$4,600. Chair Curry said that based on previous years, the budget calls for approximately \$1,600 more than has been used in the past two years. Fire Warden Stuart said it is based on the weather. If it is a dry year, there will be more calls. He said he budgeted based on a worst case scenario. Chair Curry suggested taking another \$1,000 from this line. Fire Warden Stuart said he would work with it. Terry Jarvis said she is not in favor of the cut because of historical information.
- Line 10-185 Fire Permit Issuance increased from \$1,250 to \$1,400 to cover the cost of having someone available to issue permits.
- There was an additional \$77 to cover the reduction to the benefit lines.

Motion by David Shagoury, second Tony Bonanno to approve Acct 4291 Forestry in the amount of \$8,040. The motion passed 5 in favor and 1 opposed (Jarvis).

Account 4903 Capital Outlay/Buildings ~ Proposed Budget \$41,000 Default Budget \$41,000

- Line 10-066 FD Renovations is to cover the cost of renovations, furnace, and tile flooring. Chair Curry asked what was being renovated. Chief MacCaffrie explained they want to take the front meeting room and change it into offices for easier access for the public. The current offices are upstairs. They are going to make it ADA compliant. Terry Jarvis said the BOS toured the area and some of the issues include mold and the roof structure support system is not up to code. The furnace needs to be replaced. It is 48 years old and has been repaired numerous times. The repair company has recommended replacing it. The tile is going to go into the Community room to replace the carpet. It was cited by the Department of Labor as a safety hazard because of loose threads and needs replacing. Cathy Orlowicz asked what the upstairs would be used for. The Chief said it would be a day room for the fire fighters who are in for coverage. It could also be used as an Emergency command center.

Terry Jarvis made a motion to approve Acct 4903 Capital Outlay/Buildings in the amount of \$41,000. There was a question as to the right amount to be budgeted. **The motion died for lack of a second.** The Committee tabled this account until their next meeting.

Account 4290 Emergency Management ~ Proposed Budget \$3,700 Default Budget \$3,700

- Terry Jarvis presented this budget. The Emergency Management Director has been temporarily reassigned to Virginia since June of this year.
- This budget was level funded.
- Line 10-111 On Call EOC Staff was not used this year. Chair Curry asked if the line is budgeted on a contingency. Terry Jarvis said it is there in case there is an emergency.
- Line 20-580 Meetings & Conferences has not been used this year because the Director has not had the opportunity to attend. This line covers any fees when grants and free conferences are not available.
- Line 20-620 Supplies & Food has not been spent this year. It covers food for all personnel during an emergency.
- Chair Curry asked if there was a trust fund to cover personnel costs. Cathy Orlowicz said there is an ETF that was established in 2001 with a balance of \$6,425 at the end of 2013. Chair asked if Line 111 could be covered by the ETF. Terry Jarvis said it could cover that if \$1 is left in this line. The Committee reduced Line 10-111 from \$500 to \$1. David Shagoury asked if Line 620 could also be taken from the EFT. Terry Jarvis said she would have to check the wording of the ETF. Cathy Orlowicz suggested tabling this account until the information on the language of the ETF can be investigated. The Committee agreed to table this account until their next meeting.

Account 4902 Capital Outlay/Equipment ~ Proposed Budget \$125,000 Default Budget \$125,000

- Line 10-070 Police Vehicle Acquisition ~ The Town needs to replace the police cruiser that was totaled in an accident. The insurance money goes into the Undesignated Fund Balance. The total of this line is \$42,000.
- Line 10-077 HD Dump Truck w/Plow & Wing ~ The 550 Dump truck is scheduled for replacement. The Road Agent satisfied the BOS that a wing and plow are needed. The cost for this line is \$83,000.

Motion by David Shagoury, second Terry Jarvis to approve Acct 4902 Capital Outlay/Equipment in the amount of \$125,000. The motion passed unanimously.

Copplecrown is scheduled for the next meeting. TA Bourgeois said he has sent them a reminder.

Next Meeting:

The Next meeting will be held on January 7, 2015 at 7 PM at the Town Hall.

Motion to Adjourn:

Motion J. R. Jones, second Terry Jarvis to adjourn. Motion passed unanimously.

The meeting adjourned at 8:39 PM.

Greg Anthes thanked the Committee for its hard work and wished them all a Merry Christmas and a Happy New Year.

Respectfully submitted,

Laura Zuzgo

***The Next Meeting Will Be Held On
January 7th, 2015 At 7:00 PM
At the Town Hall***

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.