

**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. They are being posted on the web site as a draft copy for public informational use.**

**B U D G E T   C O M M I T T E E**  
**P U B L I C M E E T I N G M I N U T E S**  
**July 9, 2014**  
**Draft**

A business meeting of the New Durham Budget Committee was called to order at 7:09 PM in the Town Hall located off Main Street.

**Present:**

David Curry, Budget Committee Chairperson  
David Shagoury, Budget Committee Co-Chairperson  
Theresa (Terry) Jarvis, Selectman's Representative  
J. R. Jones, Budget Committee Member  
Anthony (Tony) Bonanno, Budget Committee Member

**Also Present:**

Jeremy Bourgeois, Town Administrator(TA)  
David Swenson, Citizen  
Cathy Orlowicz, Citizen  
David Bickford, Citizen  
Jim Ladd, Videographer

**First Quarter Review:**

**Acct 4130 Executive:**

- Chair Curry asked if the web page expense was once a year. TA Bourgeois stated it is once a year.
- Chair Curry asked what the note about a new minute taker was about. TA Bourgeois stated a minute taker has been hired for the BOS.
- Budget on track with 51.58% remaining.

**Acct # 4140 E&R**

- Chair Curry asked how many elections were budgeted for this year. Terry Jarvis stated three elections were budgeted for this year.
- Budget is on track with 50.48% remaining.

**Acct 4150 Financial Administration**

- Terry Jarvis explained that Vickie Blackden has agreed to come in on Fridays and work. Also a financial officer is being provided through MRI for 2 ½ days a week at \$75 per hour. The job has been posted and resumes have been received.
- The auditors have completed their work and the cost was less than anticipated.
- Terry Jarvis stated this budget will have to be watched closely.

- There is 39.94% of the budget remaining.

**Acct 4152 Assessing**

- David Shagoury asked if the BOS was doing anything to prepare for a new assessor next year as our current assessor is retiring. Terry Jarvis stated the BOS has just started looking into several options at this time. One would be to do 20% revaluation each year instead of all at once every five years. They are also looking into having an assessor come in one day a week.
- Budget is on track with 49.96% remaining.

Anthony Bonanno joined the meeting at 7:25 PM.

**Acct 4153 Legal Expenses**

- Line 321 Court Prosecution needs to be moved to Account 4210 Police

**Acct 4155 Personnel Administration**

- BOS has reviewed evaluations and approved merit raises effective March 31<sup>st</sup>.

**Acct 4191 Planning Board**

- Line 330 Contracted Services has an anticipated expense for an Impact Fees Update.

**Acct 4192 Zoning Board of Adjustment**

- Budget on track

**Acct 4194 General Government Buildings**

- The amount of oil needed this year was higher than anticipated. Chair Curry asked when the contract for the locked in fuel prices expires. TA Bourgeois stated he believes one of them expires this month.
- The Town Hall should be AHA compliant on the first floor by the end of this year.

**Acct 4199 Other General Government**

- Budget on track

**Acct 4210 Police**

- Chair Curry stated the budget quarterly report did not need to include all line items, only the ones where there is an issue of going over budget.
- Budget on track

**Account 4220 Fire**

- Line 115 Secretarial needs to be combined with Line 110 Admin/Day Position due to the fact the Interim Fire Chief does not separate his hours.
- There have been two unforeseen events one being an electrical problem and the other door repair.
- Line 90-430 Building Maintenance has pending charges for furnace repairs, water leaks and mold issues.

**Account 4240 Building Inspection**

- Budget on track

**Account 4290 Emergency Management & Forestry**

- Budget on track

**Account 4299 Other Public Safety**

- Budget on track

**Account 4312 Highways & Streets**

- Heavy winter is responsible for excessive OT.

**Account 4316 Street Lights**

- Budget on track

**Account 4319 Equipment Mechanic**

- Line 330 Contracted services expense is due to turbo repairs on the ambulance.

**Account 4324 Solid Waste Disposal**

- Line 140 Overtime is due to high occurrence of snow storms on scheduled days off.
- Anticipated major expense is a concrete pad and cover for shingles. The Quonset Hut only covered two of the three area that need to be covered.
- Line 430 Building Maintenance expense is due to oil burner repairs. Chair Curry asked what repairs were made for the \$980 spent.

**Account 4411 Health Officer**

- Budget on track

**Account 4414 Pest Control/ACO**

- Budget on track

**Account 4415 Health & Other Agencies**

- Money is paid out near the end of the year, after 2<sup>nd</sup> tax bills are due.

**Account 4441 Welfare**

- Line 853 Medical expense was one client needing help with prescriptions.
- The welfare clerk explained that the fuel season is just about over but people are now looking for help with their electric bills because the winter months grace period has ended.

**Account 4520 Parks & Recreation**

- Budget on track

**Account 4550 Library**

- Line 651 Heating Oil/Maintenance is over but the librarian believes it will balance out during the summer months.
- Librarian is applying for a grant to purchase children's books

**Account 4583 Historian**

- Budget on track

**Account 4612 Conservation**

- Budget on track

**Account 4711 Principle Long Term Bonds & Notes**

- Budget on track

**Account 4721 Int- Long Term Bonds & Notes**

- Budget on track

**Account 4901 Land & Improvements**

Budget on track

**Account 4902 Capital Outlay/Equipment**

- Budget on track

**Account 4903 Capital Outlay/Buildings**

- Budget on track

**Account 4909 Improvements Other Than Buildings**

- Budget on track

**Account 4912 Transfer to Other Funds**

- Budget on track

**Account 4915 Capital Reserve Funds**

- Budget on track

**Account 4916 Expendable Trust Funds**

- Budget on track.

**Actual & Anticipated Revenues**

- Acct 3379 From Other Departments – From School District is for diesel fuel.
- Acct 3501 Sale of Municipal Property is for the sale of the PD cruiser and scrap metal.

**Approval of Minutes:**

**Motion by Terry Jarvis, second David Shagoury, to approve the Public Hearing minutes of February 6<sup>th</sup>, 2014 as amended. Vote was unanimous.**

**Next Meeting:**

The next quarterly review of the budget is tentatively scheduled for July 9<sup>th</sup>, 2014 at 7 PM at the Town Hall.

David Shagoury asked if the BOS had looked at putting a figure on the unassigned fund balance Terry Jarvis stated it is on the BOS goal list for this year..

**Motion by Terry Jarvis, second by Dave Shagoury to adjourn the meeting. Vote was unanimous.**

The meeting was adjourned at 8:06 PM.

*Respectfully Submitted,  
Laura Zuzgo*

***Next Meeting  
7 PM Wednesday, July 9<sup>th</sup>, 2014  
At the New Durham 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.