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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
May 6, 2015
Draft

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

Present:

David Curry, Budget Committee Chairperson
David Shagoury, Budget Committee Co-Chairperson
David Swenson, Selectman's Representative
Anthony (Tony) Bonanno, Budget Committee Member
Cathy Orlowicz, Budget Committee Member
Ellen Phillips, Budget Committee Member

Excused Absence:

J. R. Jones, Budget Committee Member

Also Present:

Jeremy Bourgeois, Town Administrator (TA)
Gregory Anthes, Citizen
Peter Varney, Fire Chief

Chair Curry welcomed back the Committee members.

Approval of Minutes:

Motion by Ellen Phillips, second by Tony Bonanno to approve the Budget Committee minutes of February 10, 2015 as amended. Vote was unanimous.

First Quarter Review:

Acct 4130 Executive:

- The Annual Report cost was more than budgeted due to more pages in this year's report and additional editing time.
- Budget on track with 66.10% remaining.

Acct # 4140 E&R

- Budget is on track with 66.63% remaining.

Acct 4150 Financial Administration

- Budget is on track with 70.37% remaining.

Acct 4152 Assessing

- David Swenson asked the TA if he expected this account to level out because the percentage used is high. TA Bourgeois said the Assessing Clerk wages was high. Chair Curry stated it would be an account to keep an eye on.
- Budget has 61.13% remaining.

Acct 4153 Legal Expenses

- 44% is used due to lawsuit and the ZBA legal case.
- Budget has 56.33% remaining.

Acct 4155 Personnel Administration

- David Swenson said the BOS is in the process of reviewing merit raises and he estimates that by mid May this should be concluded. He said at this time it looks like there will be money left in this line. Chair Curry asked about the wage study that was included in the budget. David Swenson said the new BOS voted to cancel the wage study. Chair Curry asked if there was a commitment to transfer the money to the appropriate accounts in a timely manner this year. David Swenson said that due to a couple of transitions it was not done in a timely fashion last year. He said he believes that due to the direction the finance office is heading in now it will be handled in a timely fashion. Ellen Phillips asked what happens to the money allocated for the study. The BOS can transfer the money where needed but if there is money left it would go into the general fund.
- Budget has 99.12% remaining.

Acct 4191 Planning Board

- Budget is on track with 95.83% remaining.

Acct 4192 Zoning Board of Adjustment

- Budget is on track with 98.02% remaining.

Acct 4194 General Government Buildings

- Chair asked about Line 10-651 – Town Hall Alarms. TA Bourgeois is going to check to see if it was billed to the right account.
- Budget has 57.29% remaining.

Acct 4195 Cemeteries

- Budget has 93.45% remaining.

Acct 4196 Insurance

- Budget on track with 51.62% remaining.

Acct 4199 Other General Government

- Budget on track with 67.44% remaining.

Acct 4210 Police

- Chair Curry said by only budgeting \$1 for grant details it shows the budget as over because there is offsetting revenue to cover this line but it does not go back into this account. He asked TA Bourgeois to work with the Chief of Police to estimate a dollar amount for this line in the upcoming budget.
- Chair Curry asked what was happening with the clerical help. TA Bourgeois said the Office Administrator has retired. The position has been posted. He asked who is currently doing the administrative work. The Chief and the officers are doing the clerical work. It was advertised a couple of months ago for a two day a week position because originally the Office Administrator was going to stay on a couple of days a week for the rest of the year but changed that to full retirement. Gregory Anthes said the BOS is working on going in a different direction with this position.
- Budget on track with 68.07% remaining.

Account 4220 Fire

- The Fire Chief explained that some of the expenses may have been miscoded.
- David Shagoury asked about the alarms for the Fire Station. He asked if they were billed the same fee as the rest of the Town buildings. The Chief said he will check into it and find out how they are billed.
- Budget is on track with 71.29% remaining.

Account 4240 Building Inspection

- Budget is on track with 77.19% remaining.

Account 4290 Emergency Management & Forestry

- Things have been quiet so far this year.
- Emergency Management portion of Budget is on track with 77.01% remaining.
- Forestry portion of Budget is on track with 98.92% remaining
- Overall Budget is on track with 69.59% remaining.

Account 4312 Highways & Streets

- Article 4 and Article 9 expenses are projected for the second quarter.
- Road Agent has indicated salt on hand balance should be enough for the year.
- Budget is on track with 63.57% remaining.

Account 4316 Street Lights

- Budget is on track with 62.29% remaining

Account 4319 Equipment Mechanic

- Chair Curry asked about the condition of the Fire Department equipment. TA Bourgeois said the Command vehicle is in need of repair or replacement.
- Chair Curry asked about the state of the certification levels. David Swenson said that as of last year, all the certifications were up to date. There was a recommendation by the CIP to transition away from the long ladder truck to a bigger pump truck.
- Gregory Anthes said the Chief will be providing a report on all the equipment and vehicles.

- Budget is on track with 69.94% remaining.

Account 4324 Solid Waste Disposal

- Budget is on track with 79.13% remaining

Account 4411 Health Officer

- Budget is on track with 100% remaining.

Account 4415 Health & Other Agencies

- Money is paid out near the end of the year, after 2nd tax bills are due.
- Budget is on track with 100% remaining.

Account 4441 Welfare

- Budget is on track with 88.75% remaining.

Account 4520 Parks & Recreation

- There has been an increase in the ball field electric bill.
- Budget is on track with 78.43% remaining.

Account 4550 Library

- Budget is on track with 69.53% remaining.

Account 4583 Historian

- Budget is on track with 100% remaining.

Account 4589 Other Culture and Recreation

- Budget is on track with 80.52% remaining.

Account 4612 Conservation

- Budget is on track with 74.59% remaining

Account 4711 Principle Long Term Bonds & Notes

- Budget is on track with 53.38% remaining.

Account 4721 Int- Long Term Bonds & Notes

- Budget is on track with 46.63% remaining.

Account 4901 Land & Improvements

- Monies will be spent in the coming quarter.
- Budget is on track with 100% remaining.

Account 4902 Capital Outlay/Equipment

- No action on equipment purchases as yet.
- Budget has 36.14% remaining.

Account 4903 Capital Outlay/Buildings

- The Fire Department renovations have started and should be completed by the next quarterly review.
- Budget is on track with 100% remaining.

Account 4909 Improvements Other Than Buildings

- Agreement for the contract for Milfoil Treatment has been signed.
- Budget is on track with 93.27% remaining.

Account 4915 Capital Reserve Funds

- Fuel Depot line is an accounting error.
- Transfers are made at the end of the year.
- Budget is on track with 99.90% remaining.

Account 4916 Expendable Trust Funds

- David Shagoury asked if the ETF's were also an accounting error. TA Bourgeois will check with the new Finance Officer.

Appointment to CIP:

Chair Curry asked Ellen Phillips if she would like to be the Committee representative on the CIP. He said it is a good way to learn and have a better understanding of all the departments. She said she already sits on several committees and does not have the time. Chair Curry asked Tony Bonanno if he would be willing to be the representative again this year. Tony Bonanno indicated he would like to be the representative again this year.

Next Meeting:

The next meeting will be on August 12th at 7:00 PM at the Town Hall.

Motion by Cathy Orlowicz, second by David Swenson to adjourn the meeting. Vote was unanimous.

The meeting was adjourned at 8:14 PM.

Respectfully Submitted,

Laura Zuzgo

Next Meeting
7 PM Wednesday, August 12th, 2015
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.