

NEW DURHAM BUDGET COMMITTEE

New Durham Town Hall

May 3, 2017, 7:00p.m.

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. The draft will be posted on the website as a draft copy for public informational use only.

Present

Cathy Orlowicz, Chair

Terry Jarvis, Vice Chair

David Swenson, Selectman

Joan Swenson

Dave Shagoury

Ellen Phillips

Mark Sullivan

Also Present

Scott Kinmond, Town Administrator

Dot Viesel, resident

Call to Order

Chair Orlowicz called the meeting to order at 7:00pm. She welcomed the members of the newly elected board and introductions were made.

Election of Chair

Ms. Jarvis made a motion that Cathy Orlowicz remain as chair of the Budget Committee. Ms. Phillips seconded the motion. Motion passed, 5-0-1. Ms. Orlowicz abstained.

Election of Vice-Chair

Ms. Phillips made a motion that Terry Jarvis remain as vice-chair of the Budget Committee. Mr. Sullivan seconded the motion. Motion passed, 5-0-1. Ms. Jarvis abstained.

Board Vacancy

Chair Orlowicz stated Tony Bonanno submitted his resignation and it was accepted. She explained the Board is the authorized agent to fill the vacancy and an application from David Shagoury was received.

Ms. Swenson made a motion to appoint David Shagoury to the vacant position on the Budget Committee with term ending in 2018. Mr. Swenson seconded the motion. Motion passed, 6-0-0. The oath of office was administered by Chair Orlowicz.

Capital Improvement Committee Representative Appointment

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Ms. Phillips stated that although she was on the committee last year, she would be willing to do so again if other members are not able to. Ms. Jarvis stated the CIP is an excellent way to learn about the various departments and long-range planning of the Town.

Ms. Swenson made a motion to appoint Ms. Phillips as the Budget Committee representative to the CIP. Ms. Jarvis seconded the motion. Motion passed, 6-0-1.

Ms. Phillips abstained.

Mr. Swenson stated typically the CIP begins their process about the same time as the Budget Committee but they are hoping to start earlier and wrapping up the process by October.

Mr. Swenson stated original New Durham March election date was postponed two days and the NH Legislature has passed a new law specific to that issue. He explained the new law ratifies all elected officials that were voted in on that date however any warrant articles including zoning, planning, etc issues are advised to go through a public hearing process. Mr. Swenson stated he is in favor of formally addressing the articles.

Copies of New Hampshire Municipal Association rules and NH RSAs were distributed for review. Chair Orlowicz and Town Administrator Kinmond explained the purpose and processes of the Committee. Ms. Phillips noted there is a requirement for a representative for the Copple Crown Village District. Town Administrator Kinmond concurred and explained they are going through some changes but hopefully they will be able to send a representative soon. There was discussion of the budget review process by the committee and different ways to fund accounts.

Chair Orlowicz explained the regularly scheduled committee meetings have historically been Wednesdays, beginning at 7pm with a curfew of 9pm, after which no new business is discussed. It was agreed Wednesday works for all members. Chair Orlowicz encouraged members to attend NHMA training workshops when they come up and noted funding is available to cover costs.

Town Administrator Kinmond provided a summary of accounts for review and discussion. He explained he talks with department heads on a daily basis and has a good handle on the department budgets and suggested the committee talk with him first if they have questions. Town Administrator Kinmond explained account lines uses and purposes. There was discussion of staffing changes in the finance department and the processes being used. Town Administrator Kinmond will keep the committee informed of any process changes.

Dot Viesel, resident, stated she heard significant repairs were being made to vehicles and asked if those expenses are tracked. Town Administrator Kinmond replied they are keeping track of the expenses and stated the amount budgeted for all three departments is less than if they hire a full time mechanic.

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The budget of the Cople Crown Village District was reviewed and discussed. The Library budget was also reviewed and Town Administrator Kinmond explained how it is managed by the Library Trustees.

Future Meeting

August 2, 2017, 7:00pm, New Durham Town Hall

Review of Minutes

February 7, 2017 - Edits were made. **Mr. Shagoury made a motion to approve the minutes as amended. Ms. Jarvis seconded the motion. Motion passed, 4-0-3.** Mr. Sullivan, Mr. Swenson, Ms. Swenson abstained.

Adjourn

Ms. Swenson made a motion to adjourn. Ms. Jarvis seconded the motion. Motion passed, 7-0-0.

The meeting was adjourned at 8:59pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary