

**Durham Budget Committee
Meeting Minutes
February 6, 2018**

Call to Order: Milton Simon called the meeting to order at 6:30 p.m.

Members Present: Milt Simon, Terry Kirk, Jill Gastonguay, John Simoneau, Brian Pike, Leigh Fisher and Marc Farrin. 7 (seven) members present.

Members Not Present: Richard Emmons. 1 (one) member not present.

Selectmen Present: Chairman Kevin Nadeau, Vice Chairman Mark Blake, Todd Beaulieu, Richard George, and Rob Pontau

Also Present: AA/TA Ruth Glaeser, Fire Chief William St. Michel, PIT Tammy Quimby

Election of Officers:

Terry Kirk Moves to Nominate Milt Simon as Chairman. John Simoneau Seconds. Motion Carries 7-0.

Terry Kirk Moves to Nominate Jill Gastonguay as Vice Chairman. Brian Pike Seconds. Motion Carries 7-0.

Discussion about voting for a Secretary. Ruth indicated do not have to elect, and that Tammy Quimby is Meetings Secretary and will handle Secretarial Work for the Budget Committee going forward.

Review of Selectmen's Proposed 2018 Budget – Overview (Capital Excluded): (See Attached Sheets for Budget) Kevin Nadeau indicated that they are not going to be reviewing Capital Requests until February 13, 2018; then they will be presenting a complete Capital Plan to the Budget Committee on February 15, 2018.

Ruth “Undesignated Fund balance, just under one million dollars; unaudited balance \$1,179,500”. Select Board goal to not used undesignated fund balance. 3rd year they have not drawn on it because they do not want to go lower than what is recommended to keep the Town in a good position. Milt indicated will need to get creative to ensure the taxes for Town do not go to high.

Terry Kirk commented “looking at overview. Selectman have approved a budget that will increase property taxes \$67.68 per \$100,000. Don’t have Capital and Schools in there yet. I think that is ridiculous”. Ruth indicated some factors like Homestead and State Funds that have not been factored in yet. Discussed how this compared to last year and challenges of Budget calendar that the Town is on by going by a Calendar year vs a fiscal year, and having Town Meeting in

April. Kevin Nadeau indicated the Select Board going to discuss at their next meeting the town going to a Fiscal Year model; budget is an Estimated Plan at this point.

Jill Gastonguay Moves the Committee Hears from the Chief, and give Ruth time to answer some of the questions being presented. John Simoneau Seconds. Motion Carries 7-0.

Fire Department Budget – Overview:

Fire Chief St. Michel presented the Fire Department Budget (see Attached).

Terry Kirk asked why the Apparatus Maintenance lines do not include and the ladders and such are listed as separate items. Chief indicated it has always been separated in this way, and it currently gives a better picture of what is being expended.

Discussion of fuel for trucks and whether to go with who Public Works goes with, go with delivery. Change the model or keep it the same.

Discussed uniform budget for the new Chief. Realized that the budget is short for uniform for new Chief. Town has supports helping with uniform purchasing because of the specialty nature of them. Jill indicated that it is not in his contract, so there is no legal right to provide it.

Milt discussed whether the Committee would vote on the Fire Department Budget tonight. He explained the process from former years. Committee decided to table the vote on budget for tonight, and to do the homework for the next meeting as this is the first time they all seeing.

Terry gave some figures for the Committee to consider in their deliberations away before the vote: Equipment Maintenance – Ladders – reduce \$1500; Licensing Classes – reduce \$2000; Reduce Diesel Gasoline line by \$720; reduce SMESS line under Dues by \$120. Not sure on clothing. Marc Farrin suggested reduce Office Supplies by \$200.

Milt Simon Motions to Table their Vote on the Fire Budget as presented to this point. Terry Kirk Seconds. Motion Carries 7-0.

Fire Chief Presents Per Diem and Stipend Budget: (See Attached)

Discussed response time from Durham vs. from other times/shared resources. Chief indicated it is a case by case basis, and can try to get some figures but it is a variable that doesn't hold true because of multiple factors. Response for mutual aide is preestablished and set up in dispatch. Jill asked if they could get response times for patients during times that they did not have staffing; as well as, pull some of the information on mutual aide vs. Durham only calls.

Terry Kirk Motions to Table Second Portion of the Budget for more information. Jill Seconds. Motion Carries 7-0.

Discussed the schedule of Meetings going forward. Decided to add a meeting onto the calendar for Tuesday, February 20, 2018 at 6:00 pm. Also agreed to move all of the remaining Budget Committee Meetings from 6:30 p.m. to 6:00 p.m.

Marc Farrin Motion to Adjourn. Terry Kirk Seconds. Motion Carries 7-0.

The Budget Committee Meeting concluded at 10:45 p.m.

Respectfully Submitted,

Tammy Quimby
Meetings Secretary

[illegible]

[illegible]

DURHAM 2018 MUNICIPAL BUDGET OVERVIEW

					Percent		
	<u>2017 Budget</u>	<u>Expended</u>	<u>2018 Budget</u>	<u>Inc/Dcr</u>	<u>INC/DCR</u>	Appropriate	Raise
Department Item							
Personnel	228,272	194,332	234,037	5,765	2.53%	111,304	122,733
Administration	122,733	112,459	132,236	9,503	7.74%		132,236
Administration Capital Projects	60,000	31,193	20,200	-39,800	-66.33%	20,200	0
Animal Control	12,573	12,282	13,110	537	4.27%	1,283	11,827
Assessing	20,150	20,115	20,350	200	0.99%		20,350
Cemeteries	4,200	3,523	14,980	10,780	256.67%		14,980
Conservation	2,100	2,100	2,200	100	4.76%	2,200	0
Donations	3,000	3,000	5,662	2,662	88.73%		5,662
Eureka Center	4,903	3,957	14,381	9,478	193.31%	870	13,511
Eureka Center Capital Projects	0	0	6,000	6,000	100.00%	6,000	0
Fire-Rescue-EMA	321,680	319,173	370,996	49,316	15.33%		370,996
Addl EMS Staffing	64,087	58,637	133,460	69,373	108.25%		133,460
Fire Reserve - Debt Service	33,004	33,003	33,004	0	0.00%	33,004	0
Fire Reserve - Capital Expenses	0	0		0	0.00%		0
Fire Capital Reserve	0	0		0	0.00%		0
General Assistance	2,000	134	2,000	0	0.00%		2,000
Historical Society	0	0	10,000	10,000	100.00%		10,000
Parks & Recreation	14,040	13,075	9,300	-4,740	-33.76%	9,300	0
Planning Board/Appeals	17,697	14,562	40,672	22,975	129.82%	1,840	38,832
Roads	1,192,114	1,099,506	1,271,002	78,888	6.62%	905,807	365,195
Roads - Capital Fund	0	0		0	0.00%		0
Roads - Capital Expenses	0	0		0	100.00%		0
Roads - Debt Service	405,289	405,287	403,553	-1,736	-0.43%		403,553
Solid Waste	200,753	200,497	204,516	3,763	1.87%	19,889	184,627
Telecommunications	53,663	46,387	52,544	-1,119	-2.09%	52,544	0
Grant Matching	10,000	10,000	0	-10,000	-100.00%		0
TOTALS:	2,772,258	2,583,222	2,994,203	221,945	8.01%	1,164,241	1,829,962
						1,164,241	
							2,994,203
	For informational Purposes Only						
				2017 budget	2018 budget	Difference	% Difference
Total Municipal Appropriations				\$ 2,772,258.00	\$ 2,994,203.00	\$ 221,945.00	8.01%
Less Appropriated from revenue and capital funds				\$ 1,255,775.00	\$ 1,164,241.00	\$ (91,534.00)	-7.29%
Raised by real estate and personal property taxation				\$ 1,516,483.00	\$ 1,829,962.00	\$ 313,479.00	20.67%
Municipal Impact of Proposed Municipal Budget on Property Taxes for each \$100,000 of valuation	Total MIL Rate	Municipal MIL Rate	Increase in Municipal MIL				
	18.85	3.27	0.6768	\$ 67.68			

Before Capital Improvements