Durham Budget Committee + Select Board
Meeting Minutes
January 16, 2020

Call to Order: Kevin Nadeau calls the Select Board meeting to order at 6:30 p.m.

Select Board members present: Kevin Nadeau, Chairman; Marc Farrin, Todd Beaulieu; and Richard George

Not Present: Rob Pontau, Vice Chairman

Budget Committee members present: Milton Simon; Jill Gastonguay; Neil Berry; Michael Clark; Richard Emmons Jr.; Paul First; Leigh Fisher; John Simoneau; and Brian Pike

Kevin Nadeau reminds the audience that tonight's meeting is really just a presentation because of the inclement weather and that time for follow-up questions will be allowed at the next meeting.

Administration Budget Presentation:

Town Administrator/Administrative Assistant Ruth Glaeser presents the budget for the Town of Durham Administration, et al.

The next joint Budget Committee + Select Board meeting will be Tuesday, January 21, at 6:30 p.m. at the Durham Fire Station.

Respectfully Submitted,
Kathy Dion

	A	B	E	F	G	H	I
1	**ADMINISTRATION**						
2			**2019**			**2020**	
3		***Dept***	**Budget**	**Actual**	**Over/Short**	**Original Request**	**Percent INC/DCR**
4	Dept: 04 PERSONNEL						
5		1000 SELECTMEN/CHAIRMANSALARY	2,640	2,640	0	2,640	0.00%
6		1001 MEETING SECRETARY	3,000	2,704	296	3,000	0.00%
7		1006 TOWN CLERK SALARY	36,550	37,100	(550)	44,550	21.89%
8		*Shannon*				*12,966*	
9		*New Town Clerk*				*31,584*	
10		1007 TOWN CLERK BENEFITS	22,151	22,145	6	28,136	27.02%
11		*Shannon*				*7,883*	
12		*New Town Clerk*				*20,253*	
13		1009 DEPUTY TAX COLLECTOR/TREASURER	33,600	34,596	(996)	34,450	2.53%
14		1010 DEPUTY OFFICE BENEFITS	10,926	10,926	0	11,436	4.67%
15		1014 SELECTMANS SALARY	7,680	7,680	0	7,680	0.00%
16		1018 CODE ENFORCEMENT SALARY	40,112	40,829	(717)	41,885	4.42%
17		1019 CEO BENEFITS INSUR	9,851	9,971	(120)	10,640	8.01%
18		1020 ADMIN ASSISTANT SALARY	46,758	48,214	(1,456)	55,600	18.91%
19		1021 ADMIN ASSISTANT BENEFITS	9,851	9,971	(120)	10,640	8.01%
20		1029 Allowance for Merit Wage Incre	3,800	0	3,800	0	-100.00%
21		2507 FICA	12,707	12,596	111	13,700	7.81%
22		2508 MEDICARE	2,448	2,292	156	2,675	9.27%
23		**Total Personnel Expenses**	**242,074**	**241,662**	**412**	**267,032**	**10.31%**
24							
25	Dept: 05 OFFICE EXPENSES						
26		2502 INSURANCES	35,700	37,199	(1,499)	39,470	10.56%
27		2503 WORKERS COMP	2,939	3,310	(371)	3,000	2.08%
28		4020 HARDWARE	2,000	1,649	352	0	-100.00%
29		4024 TRIO SOFTWARE	18,250	18,231	19	16,361	-10.35%
30		4030 EQUIPMENT LEASE	2,250	2,245	5	2,250	0.00%
31		5003 PUBLICATIONS	600	65	535	1,200	100.00%
32		5007 FURNISHINGS	150	0	150	150	0.00%
33		5502 SUPPLIES	4,200	4,719	(519)	4,600	9.52%
34		7003 SELECTMEN'S DISCRETIONARY	150	157	(7)	150	0.00%
35		**Total Office Expenses**	**66,239**	**67,575**	**(1,336)**	**67,181**	**1.42%**
36							
37	Dept: 06 FACILITY EXPENSES-TOWN OFFICE						
38		1029 Allowance for Merit Wage Incre	50	0	50	0	-100.00%
39		7035 JANITORIAL WAGES	1,989	1,882	107	2,050	3.07%
40		2006 JANITORIAL SUPPLIES	400	78	322	250	-37.50%
41		2007 SECURITY	765	765	0	765	0.00%
42		2009 GENERATOR REPAIR	300	305	(5)	300	0.00%
43		2507 FICA	132	114	18	135	2.27%
44		2508 MEDICARE	29	27	2	30	3.45%
45		3002 ELECTRICITY - Utilities	2,100	2,354	(254)	2,472	17.71%
46		3003 STREETLIGHTS ELECTRICITY	1,600	1,558	42	1,636	2.23%
47		3005 PROPANE	1,700	1,321	379	1,500	-11.76%
48		3502 MAINT&REPAIRS	1,000	1,119	(119)	1,000	0.00%
49		3504 OFFICE TELEPHONE	2,450	2,524	(74)	2,650	8.16%
50		3601 UNION CHURCH SECURITY	250	240	10	240	-4.00%
51		3602 UNION ELECTRICITY	200	184	16	200	0.00%
52		3603 TELEPHONE	408	424	(16)	460	12.75%
53		4003 FACILITY MAINTENANCE	0	0	0	0	0.00%

R Glaeser
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Updated 1/6/2020

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1	**ADMINISTRATION**						
2			**2019**			**2020**	
3		***Dept***	**Budget**	**Actual**	**Over/Short**	**Original Request**	**Percent INC/DCR**
54		**Total Facility Expenses**	**13,373**	**12,893**	**480**	**13,688**	**2.35%**
55							
56	Dept: 07 ADMINISTRATION EXPENSES						
57		1038 ELECTION PAYROLL	4,500	3,334	1,166	7,300	62.22%
58		2001 ELECTIONS	2,850	1,635	1,215	3,100	8.77%
59		2002 LEGAL	10,000	8,009	1,991	10,000	0.00%
60		2004 AUDIT	11,800	11,800	0	12,000	1.69%
61		2010 ADMIN/SELECT FEE, DUES, ETC.	6,000	6,547	(547)	6,800	13.33%
62		2050 MMA DUES	4,705	4,705	0	4,828	2.61%
63		2051 GPCOG DUES	7,696	7,696	0	7,696	0.00%
64		2507 FICA	279	222	57	475	70.25%
65		2508 MEDICARE	65	66	(1)	106	63.08%
66		4001 TAX BILLS EXPENSE	2,100	1,408	692	2,100	0.00%
67		5508 LIENS&TRANSFERS	2,500	2,404	96	2,500	0.00%
68		5509 POSTAGE	4,000	3,452	548	4,000	0.00%
69		7005 ADVERTISING	600	350	250	3,400	466.67%
70		**Total Administration Expense**	**57,095**	**51,630**	**5,465**	**64,305**	**12.63%**
71							
72		**Total Administration**	**378,781**	**373,760**	**5,021**	**412,205**	**8.82%**
73			**Percent unspent**		**1.33%**		
74							

		Original	Selectboard
75			
76	Dsgntd Fund	106,357	Dsgntd Fund
77	*Bldg Prmts*	*15,028*	*Bldg Prmts*
78	*Elec Prmts*	*6,175*	*Elec Prmts*
79	*Plmb Permts*	*6,765*	*Plmb Permts*
80	*Veh Reg*	*16,261*	*Veh Reg*
81	*Del Tax Int*	*33,005*	*Del Tax Int*
82	*Tx Exem Reim*	*17,004*	*Tx Exem Reim*
83	*Town Clrk Fee*	*5,432*	*Town Clrk Fee*
84	*Misc Rev*	*6,687*	*Misc Rev*
85	*Tele Res*	*0*	*Tele Res*
86	*Undesig Fnds*	*0*	*Undesig Fnds*
87	Raise	305,848	Raise
88	**Total**	412,205	**Total**

R Glaeser
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