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**TOWN OF NEW DURHAM
BUDGET COMMITTEE
March 5, 2025, 7:00 PM
New Durham Town Hall, New Durham, NH 03855**

7 *Disclaimer: If technology fails, the meeting physically occurring will continue at the location above. Town of New*
8 *Durham offers no security assurance to those connecting via PC to third-party software and hardware not*
9 *configured or controlled by our IT Service provider.*

11 *DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly*
12 *noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be*
13 *posted on the website as a draft copy for public informational use only.*

15 **PRESENT**

16 Terry Jarvis, Chair
17 Ken Fanjoy, Vice Chair
18 David Bickford, Member
19 Paul Patric Perry
20 Ellen Phillips, Member
21 Mark DeCoff, Select Board Representative
22 Kelly Bisson, Cople Crown Village District Representative

23
24 *Excused Absence*

25 Susan DeRoy, Member
26

27 **ALSO PRESENT**

28 Vickie Blackden, Finance Manager
29 Rudy Rosiello, Resident
30 Virginia Fanjoy, Resident

31 **CALL TO ORDER:**

32 Chair Jarvis called the meeting to order at 7:01 p.m. Roll call was taken for the Board members.
33

34 **PUBLIC INPUT**

35 None
36

37 **ADDITIONAL ITEMS**

38 Chair Jarvis wanted to read some notes from CAP.
39

40 CAP sent a notice about the impact of the potential passing of the federal budget and the fact that
41 80-85% of their budget will most likely be disappearing. This impacts the services each town
42 receives. Most likely, fuel assistance, rental assistance, and head start/early head start will be cut.
43 Food commodities are up in the air as that is a separate fund.

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APPROVAL OF MINUTES

December 11, 2024
January 15, 2025
February 4, 2025

MOTION: *To approve the minutes of the December 11, 2024, meeting, as amended.* Motion by Ms. Bisson. Seconded by Ms. Phillips. **Motion passed 6-0-1.**
Mr. Fanjoy abstained, as he wasn't at that meeting.

MOTION: *To approve the minutes of the January 15, 2025, meeting, as amended.* Motion by Ms. Phillips. Seconded by Vice Chair Fanjoy. **Motion passed 7-0-0.**

MOTION: *To approve the minutes of the February 4, 2025, meeting, as amended.* Motion by Selectman DeCoff. Seconded by Mr. Perry. **Motion passed 7-0-0.**

NEW BUSINESS

Ms. Bisson presented the Copple Crown Village District budget. She highlighted that costs have gone up across the board, but notably there will be a new CPA, and that there will be a need to consult with legal as there are homes wanting to be built along Class VI roads.

Selectman DeCoff suggested that CCVD talks to Will regarding using the same contractor the Town does for paving. Ms. Bisson also said that she will talk to Will about sand to see about getting in on their price.

Ms. Bisson talked a little about the water project, saying that the components are coming out of the clubhouse and operating out of the lower Mountain Drive.

MOTION: *To approve the FY 25 budget for Copple Crown Village District.* Motion by Ms. Phillips. Seconded by Vice Chair Fanjoy. **Motion passed 6-0-1.**
Ms. Bisson abstained.

The Committee reviewed the fourth quarter for FY 24. Ms. Blackden said that there were a few outstanding bills, but as of February 18, there was 9.32% of the budget remaining.

Chair Jarvis noted that postage went up again mid-year, so many postage lines went over.

Various other areas were talked about, and how that impacted the department budgets.

When discussing the Fire department, it was noted that the pay rate isn't attracting enough people for the budgeted hours. We are about \$10/hour short of competitive rates. They get a raise every other year.

David Bickford left at 8:53 p.m.

88
89 In looking ahead to the first quarter of 2025, the majority of departments that go over 25% are
90 those that have one-time costs (software licenses, copy paper, subscriptions and such)
91
92 Chair Jarvis asked if it would be preferable to get the Q1 packets, submit questions to her, and
93 then get a department report based on those. It was also suggested that if the report wasn't
94 submitted, the department head/chair would be required to be at the next quarterly review. If they
95 continue to not submit a report or attend, then the budget lines would get reduced to \$1.
96

97 **NEXT MEETING**

98 TBD
99

100 **ADJOURN**

101 **MOTION:** *To adjourn the meeting.* Motion by Selectman DeCoff. Second by Mr. Perry.

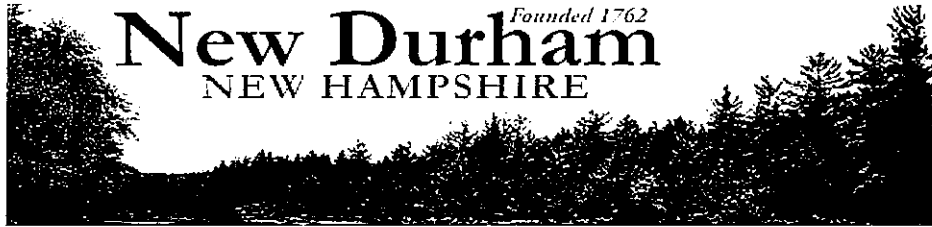
102 **Motion passed 7-0-0.**

103
104 The meeting was adjourned at 9:09 p.m.

105
106 Respectfully Submitted,

107 *Kelly Bisson*

108 Kelly Bisson, Recording Secretary



Quarterly Department Budget Report

Department: Executive

Data Date: 3/31/25

Department Head: C. Chase

Period Covered: Q1 2025

I. Warrant Article expenditure for which responsible:

Article Number:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

- a. Total department budget variance: 2025 budget: \$235,849.
YTD expended: 52,283. % 22.17
- b. Year to date variance explanation:

There are no line items overspent for the first quarter of 2025. Some are on or near target. Most lines are significantly underspent as many are cyclical payments, scheduled for later in the year.

(>10% variance from year to date budgeted and at least \$500)

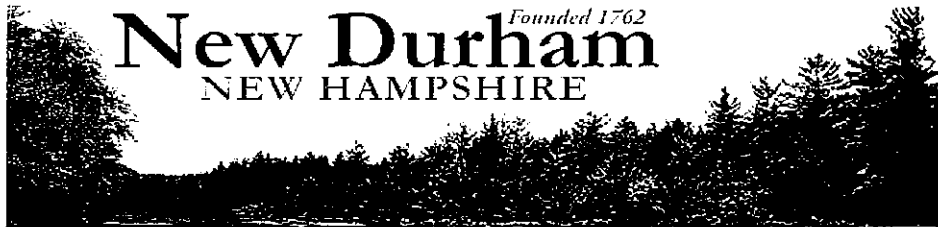
List below by account and line number

Account	Line Item Description	Amount of variance	Cause	Remediation/ Recovery Plan

- c. Unforeseen Events affecting department budget:
- d. Major Items/Expenses for the quarter covered:
- e. Major Items/Expenses between now and the end of the Year:

III. Budget Assessment

- a. Progress toward operational goals.
- b. Lessons Learned for next budget cycle.
- c. Miscellaneous



Quarterly Department Budget Report

Department: TAX COLLECTOR

Data Date: 04/08/2025

Department Head: Janelle Guarino

Period Covered: 1/1/25-3/31/25

I. Warrant Article expenditure for which responsible:

Article Number:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

a. Total department budget variance: Year to date budget:\$38,430.35_/% 77.93____
 Year to date expended: \$10,886.65_/%_22.07_____

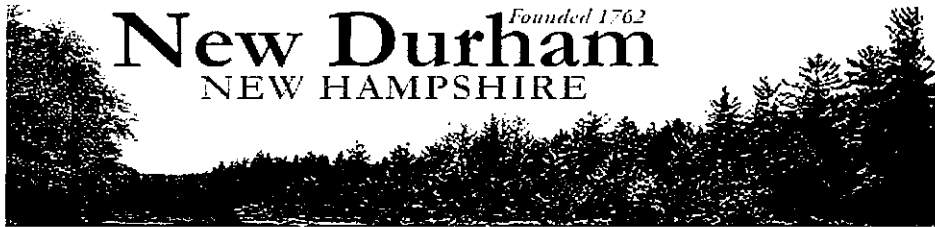
b. Year to date variance explanation:
 (>10% variance from year to date budgeted and at least \$500)
 List below by account and line number

Account	Line Item Description	Amount of variance	Cause	Remediation/ Recovery Plan

- c. Unforeseen Events affecting department budget:
- d. Major Items/Expenses for the quarter covered:
- e. Major Items/Expenses between now and the end of the Year:

III. Budget Assessment

- a. Progress toward operational goals.
- b. Lessons Learned for next budget cycle.
- c. Miscellaneous



Quarterly Department Budget Report

Department: Assessing

Data Date: 03-31-2025

Department Head:

Period Covered: Quarter 1

I. Warrant Article expenditure for which responsible:

Article Number:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

a. Total department budget variance: Year to date budget:\$ 22598. /% 25%
 Year to date expended:\$ 17584.72 /% 23

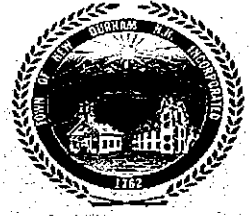
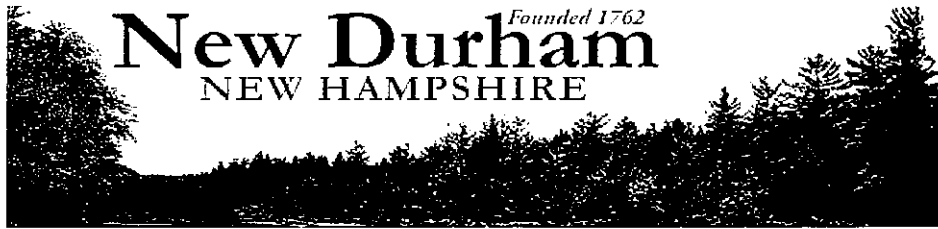
b. Year to date variance explanation:
 (>10% variance from year to date budgeted and at least \$500)
 List below by account and line number

Account	Line Item Description	Amount of variance	Cause	Remediation/ Recovery Plan

- c. Unforeseen Events affecting department budget:
- d. Major Items/Expenses for the quarter covered:
- e. Major Items/Expenses between now and the end of the Year:

III. Budget Assessment

- a. Progress toward operational goals.
- b. Lessons Learned for next budget cycle.
- c. Miscellaneous



Quarterly Department Budget Report

Department: Legal

Data Date: 3/31/25

Department Head: C. Chase

Period Covered: Q1 2025

I. Warrant Article expenditure for which responsible:

Article Number:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

- a. Total department budget variance: 2025 budget: \$30,000.
YTD expended: \$4071.96. % 13.57
- b. Year to date variance explanation:

Q1 expenditures are below target.

(>10% variance from year to date budgeted and at least \$500)

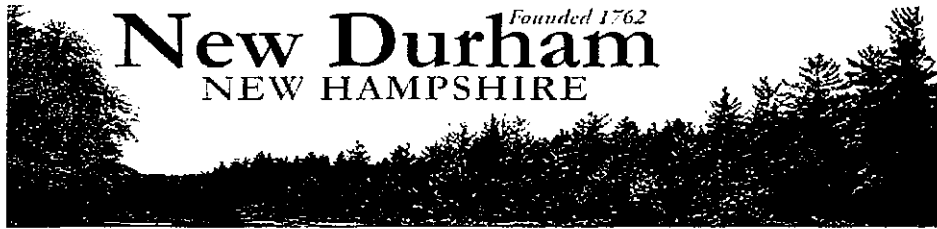
List below by account and line number

Account	Line Item Description	Amount of variance	Cause	Remediation/ Recovery Plan

- c. Unforeseen Events affecting department budget:
- d. Major Items/Expenses for the quarter covered:
- e. Major Items/Expenses between now and the end of the Year:

III. Budget Assessment

- a. Progress toward operational goals.
- b. Lessons Learned for next budget cycle.
- c. Miscellaneous



Quarterly Department Budget Report

Department: Personnel Administration

Data Date: 3/31/25

Department Head: C. Chase

Period Covered: Q1 2025

I. Warrant Article expenditure for which responsible:

Article Number:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

- a. Total department budget variance: 2025 budget: \$140,703.
YTD expended: \$506. - % 0.36
- b. Year to date variance explanation:

Salary adjustments may occur throughout the year. Pay raises are generally awarded in Q2.

(>10% variance from year to date budgeted and at least \$500)

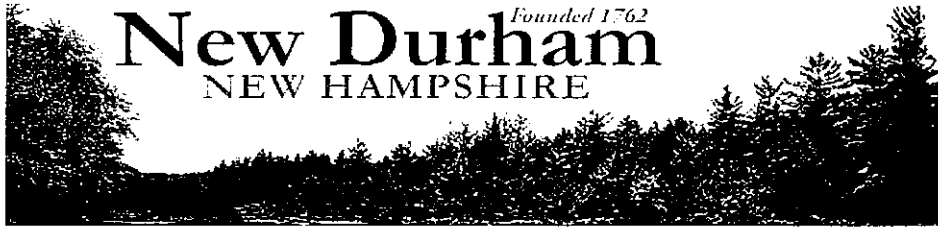
List below by account and line number

Account	Line Item Description	Amount of variance	Cause	Remediation/ Recovery Plan

- c. Unforeseen Events affecting department budget:
- d. Major Items/Expenses for the quarter covered:
- e. Major Items/Expenses between now and the end of the Year:

III. Budget Assessment

- a. Progress toward operational goals.
- b. Lessons Learned for next budget cycle.
- c. Miscellaneous



Quarterly Department Budget Report

Department: Planning Board

Data Date: 03-31-2025

Department Head:

Period Covered: Quarter 1

I. Warrant Article expenditure for which responsible:

Article Number:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

a. Total department budget variance: Year to date budget:\$ 2266.5 /% 25%
 Year to date expended:\$ 92.43 /% .04

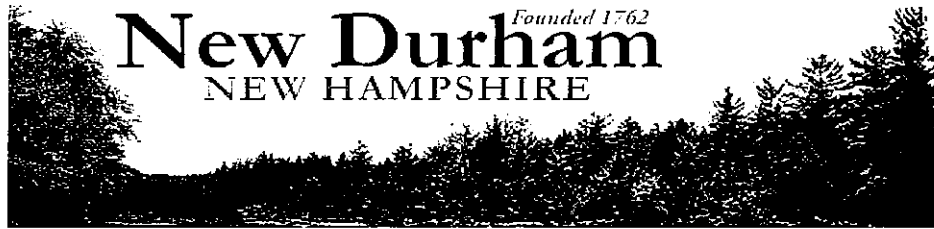
b. Year to date variance explanation:
 (>10% variance from year to date budgeted and at least \$500)
 List below by account and line number

Account	Line Item Description	Amount of variance	Cause	Remediation/ Recovery Plan

- c. Unforeseen Events affecting department budget:
- d. Major Items/Expenses for the quarter covered:
- e. Major Items/Expenses between now and the end of the Year:

III. Budget Assessment

- a. Progress toward operational goals.
- b. Lessons Learned for next budget cycle.
- c. Miscellaneous



Quarterly Department Budget Report

Department: Zoning Board of Adjustment

Data Date: 03-31-2025

Department Head:

Period Covered: Quarter 1

I. Warrant Article expenditure for which responsible:

Article Number:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

a. Total department budget variance: Year to date budget:\$ 2266.5 /% 25%
 Year to date expended:\$ 97.52 /% .04

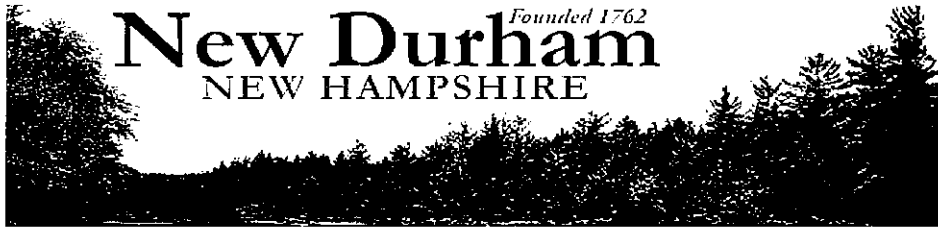
b. Year to date variance explanation:
 (>10% variance from year to date budgeted and at least \$500)
 List below by account and line number

Account	Line Item Description	Amount of variance	Cause	Remediation/ Recovery Plan

- c. Unforeseen Events affecting department budget:
- d. Major Items/Expenses for the quarter covered:
- e. Major Items/Expenses between now and the end of the Year:

III. Budget Assessment

- a. Progress toward operational goals.
- b. Lessons Learned for next budget cycle.
- c. Miscellaneous



Quarterly Department Budget Report

Department: Other General Government

Data Date: 3/31/25

Department Head: C. Chase

Period Covered: Q1 2025

I. Warrant Article expenditure for which responsible:

Article Number:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

- a. Total department budget variance: 2025 budget: \$8003.
YTD expended: \$3400. - % 42.48
- b. Year to date variance explanation:

All items in this budget are on an annual cycle. The account is on target for 2025.

(>10% variance from year to date budgeted and at least \$500)

List below by account and line number

Account	Line Item Description	Amount of variance	Cause	Remediation/ Recovery Plan

- c. Unforeseen Events affecting department budget:
- d. Major Items/Expenses for the quarter covered:
- e. Major Items/Expenses between now and the end of the Year:

III. Budget Assessment

- a. Progress toward operational goals.
- b. Lessons Learned for next budget cycle.
- c. Miscellaneous



Quarterly Department Budget Report

Department: John C. Shirley Cemetery

Data Date: 04/08/2025

Department Head: Kelli Kostick

Period Covered: 1/1/25-3/31/25

I. Warrant Article expenditure for which responsible:

Article Number:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

a. Total department budget variance: Year to date budget: 2321.25/% 100 – 9285.00

Year to date expended: \$0.00 /% 100

Year to date variance explanation:

(>10% variance from year to date budgeted and at least \$500)

List below by account and line number

Account	Line Item Description	Amount of variance	Cause	Remediation/ Recovery Plan

b. Unforeseen Events affecting department budget:

c. Major Items/Expenses for the quarter covered:

d. Major Items/Expenses between now and the end of the Year:

III. Budget Assessment

a. Progress toward operational goals.

b. Lessons Learned for next budget cycle.

c. Miscellaneous



Quarterly Department Budget Report

Department: Police

Date: 4/1/2025

Department Head: Eric Millar

Period Covered: 1/1/2025-3/31/2025

I. Operating Budget Assessment

- a. Total department budget variance: Current Year budget: \$ 805,428
 Year to date expended: \$ 130,332
 Percent Remaining: 83.82 %

- b. Year to date variance explanation: >10% variance from year to date budgeted. List by account and line number.

Account	Line-Item Description	Percent Remaining	Cause	Remediation/ Recovery Plan
4210-10-110	Full Time Police	92.77%	PD is not fully staffed at this time	Advertising for new Officers
4210-10-306	Dispatch/Police Coverage	-981.11%	Strafford County: one-time payment for dispatch; January Coverage for PD & NHDOS billed in March after YE close	Currently no further PD detail coverage is necessary
4210-10-352	Car Wash	53.95%	Cleaning, sanitization and preventative maintenance of police vehicles	None
4210-10-615	Uniforms and Equipment	36.94%	Replacement of damaged and worn uniforms	None; New officers will need to be outfitted
4210-90-411	Propane/Service	25.88%	Heating Season needs fluctuate	none
4210-90-430	Building Maintenance	27.72%	Maintenance addressed at PD	none

II. Budget Assessment: The Police Department's budgeted percentage remaining is 83.82 % vs 75.00%

III. Progress Toward Operational Goals: The Police Department is rebuilding and recruiting to replace the staff lost to other agencies. We're working to remedy all the areas of non-compliance. The Police Department is progressing through the extensive process of becoming a Certified Accredited Law Enforcement Agency.

IV. Lessons Learned for Next Budget Cycle.



Quarterly Department Budget Report

Department: Forestry

Date: 4/11/2025

Department Head: Dave Stuart

Period Covered: 1st quarter 2025

I. Warrant Article expenditure for which responsible:

Article:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

a. Total department budget variance: Year to date budget: \$ \$13,829.00

Year to date expended: \$674.96

Percent Remaining:

b. Year to date variance explanation: >10% variance from year to date budgeted.

List by account and line number.

Account	Line Item Description	Amount of Variance	Cause	Remediation/ Recovery Plan

III.

IV. Progress Toward Operational Goals: **On target 1st quarter slow to being winter season**

V. Lessons Learned for Next Budget Cycle. Keep more accurate record of expenditures for reporting purposes

New Durham

Founded 1762
NEW HAMPSHIRE



Quarterly Department Budget Report

Department: Building/Code

Data: 03/31/2025

Department Head: Rick Therrien

Period Covered: 01/2025-3/2025

I. Warrant Article expenditure for which responsible:

Article:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

- a. Total department budget variance: Year to date budget: \$87,364.00
 Year to date expended: \$67,887.44
 Percent Remaining: 77.71%

- b. Year to date variance explanation: >0% variance from year to date budgeted.

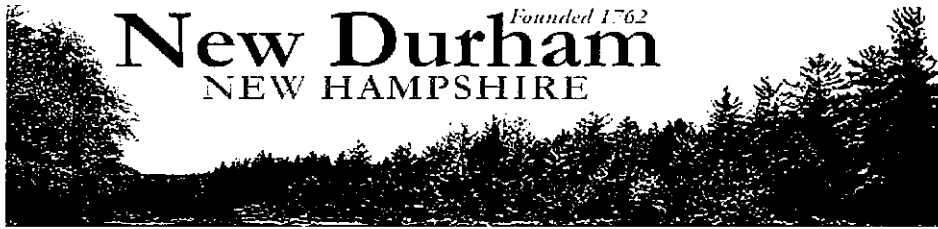
List by account and line number.

Account	Line Item Description	Amount of Variance	Cause	Remediation/ Recovery Plan
4240-95-215	Disability Ins	100% (over)	Not added to Budget	

III. Budget Assessment: BI/CEO is at 77.71% balance.

IV. Progress Toward Operational Goals:

V. Lessons Learned for Next Budget Cycle.



Quarterly Department Budget Report

Department: Highway Department

Data Date: 04/08/2025

Department Head: Will Cardinal

Period Covered: 1/1/25-3/31/25

I. Warrant Article expenditure for which responsible:

Article Number:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

a. Total department budget variance: Year to date budget: \$1,226,951.00

Year to date expended: \$288,336.85

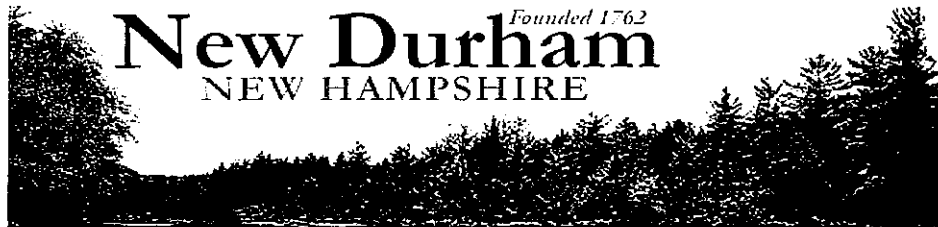
b. Year to date variance explanation: 76.50%

(>10% variance from year to date budgeted and at least \$500)

List below by account and line number

Account	Line Item Description	Amount of variance	Cause	Remediation/ Recovery Plan
4312-330	HD Contracted Services	74.05%	Contracted snow plowing of King's Highway	End of winter is here.
4312-341	HD Telephone	71.14%	Added phone stipends for part-time employees.	
4312-662	HD Salt	38.38%	Late winter storms	End of winter is here
4312-660	HD Vehicle Maintenance	69.74%	Multiple issues with loader and backhoe	Hopefully find another loader.
4312-90-651	HD Garage Alarm	54.63%	Just paid fee.	Nothing.
4312-95-211	HD Dental Insurance	73.62%	Unsure.	Ask Finance
4312-95-215	HD Disability Insurance	74.07%	Unsure.	Ask Finance
4312-95-250	HD Unemployment	9.60%	Unsure	Ask Finance
4312-95-260	HD Workers Comp	48.57%	Unsure	Ask Finance

c. Unforeseen Events affecting department budget: N/A



Quarterly Department Budget Report

Department: Solid Waste

Data Date: 04/08/2025

Department Head: Will Cardinal

Period Covered: 1/1/25-3/31/25

I. Warrant Article expenditure for which responsible:

Article Number:	Description:	Expenditure:	Outcome(s) to date:

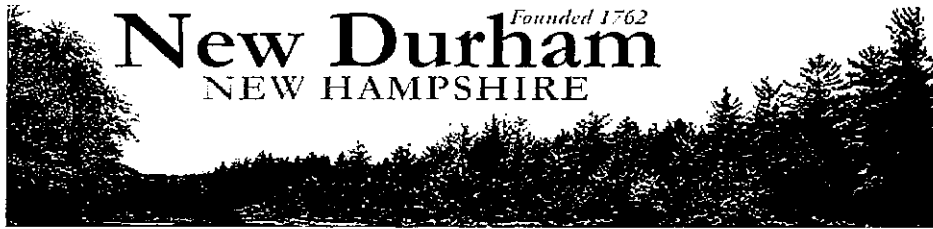
II. Operating Budget Assessment

a. Total department budget variance: Year to date budget: \$458,459.00
 Year to date expended: \$70,117.28

b. Year to date variance explanation: 84.71%
 (>10% variance from year to date budgeted and at least \$500)

List below by account and line number

Account	Line Item Description	Amount of variance	Cause	Remediation/ Recovery Plan
4312-140	SWR Overtime	74.82%	Unnecessary overtime from SWF Supervisor	No more overtime unless absolutely needed. We have plenty of staff.
4324-420	SWR Demo & Debris Removal	68.49%	Not completely full loads.	Do not send loads that are not full.
4324-580	SWR Training & Safety	41.84%	Needed additional spill kit.	Not paying attention or walking away from waste oil pump while it is running.
4324-610	SWR Supplies	74.10%	New lids built for paper container.	Attendants will not place lids in the snow to be plowed over.
4324-95-215	SWR Disability Insurance	72.01%	Unsure	Ask Finance
4324-95-250	SWR Unemployment	0.00%	Unsure	Ask Finance
4324-95-260	SWR Workers Comp	57.39%	Unsure	Ask Finance



Quarterly Department Budget Report

Department: Welfare

Data Date: 04/08/2025

Department Head: Judy Purington

Period Covered: 1/1/25-3/31/25

I. Warrant Article expenditure for which responsible:

Article Number:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

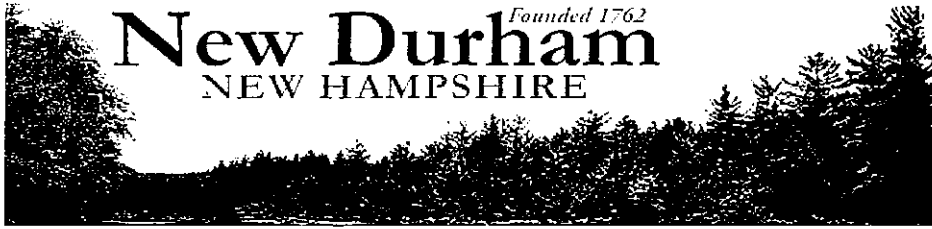
- a. Total department budget variance: Year to date budget: \$23,586.00
Year to date expended: \$2,383.02
- b. Year to date variance explanation: 89.90%
(>10% variance from year to date budgeted and at least \$500)
List below by account and line number

Account	Line Item Description	Amount of variance	Cause	Remediation/ Recovery Plan
4441-10-850	Welfare Assistance-Fuel	54.57%	Lack of emergency assistance through the State and CAP	N/A

- c. Unforeseen Events affecting department budget: N/A
- d. Major Items/Expenses for the quarter covered: N/A
- e. Major Items/Expenses between now and the end of the Year: Finding more resources through the state.

III. Budget Assessment

- a. Progress toward operational goals.
- b. Lessons Learned for next budget cycle.



Quarterly Department Budget Report

Department: Parks & Rec

Date: 4/2/2024

Department Head: Celeste Chasse'

Period Covered: 1/1/2024-3/31/24

I. Warrant Article expenditure for which responsible:

Article:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

a. Total department budget variance: Year to date budget: \$98,121

Year to date expended: \$15,765.29

Percent Remaining: 83.83

b. Year to date variance explanation: >10% variance from year to date budgeted.

List by account and line number.

Account	Line Item Description	Amount of Variance	Cause	Remediation/ Recovery Plan
10-560	Dues/fee	26.85%	It's the yearly annual park and rec conference that I go to.	Will budget throughout the rest of the year
20-614	Programming	72.73%	The Rec program site comes our every march for \$799.	The rest doesn't get spent until the end of the year.

III. Budget Assessment: I am over the 75% that we should be at for the first quarter. Most of my first quarter programs come out of the revolving fund that I have gotten donations for. I spend most of the money from my budget in the summer and fall for the fields and beach.

IV. Progress Toward Operational Goals: Getting the Gazebo building done this year. I want to keep all the programs I have been running for the residents and add a few here and there. I would like to get a quote for pickleball/tennis courts and then write up a game plan on accomplishing it.

V. Lessons Learned for Next Budget Cycle.



Quarterly Department Budget Report

Department: Library

Date: 4/11/25

Department Head: Caitlin Frost

Period Covered: 1/1/2025-3/31/2025

I. Warrant Article expenditure for which responsible:

Article:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

a. Total department budget variance: Year to date budget: \$168470.00

Year to date expended: \$54627.59

Percent Remaining: \$67.57

b. Year to date variance explanation: >10% variance from year to date budgeted.

List by account and line number.

Account	Line Item Description	Amount of Variance	Cause	Remediation/ Recovery Plan
10-120	Substitute	100%	In the first quarter we did not use a substitute.	
10-115	Lib Assistant	80%	We had staff changes.	
10-412	Lib Septic	100%	The septic has not been serviced yet.	
10-651	Lib Alarm Monitoring	100%	The Alarm has not been serviced yet.	
10-411	Lib Heating Propane/Maint	34%	We had to heat our library. Last year we had budgeted \$3840. This year our budget is \$1190.	Summer is coming, so we are looking at turning off the heating soon. But will need it back on in fall/winter. We may go over this line.
10-430	Lib Building Maintenance	100%	We have not had building maintenance completed yet.	

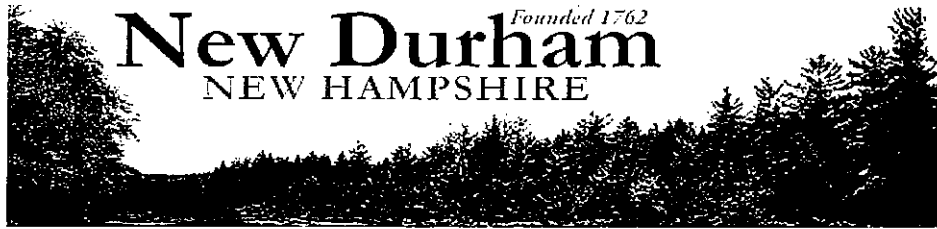
III. Budget Assessment:

Based on the last few years, our actual spending for heating has been around \$1200. There is a chance we don't go over this year.

IV. Progress Toward Operational Goals:

V. Lessons Learned for Next Budget Cycle.

We have already fixed our payroll for going forward.



Quarterly Department Budget Report

Department: Town Historian

Data Date: March 31, 2025

Department Head: Catherine Orlowicz

Period Covered: First

I. Warrant Article expenditure for which responsible:

Article Number:	Description:	Expenditure:	Outcome(s) to date:
	N/A		

II. Operating Budget Assessment

a. Total department budget variance: Year to date budget: \$556.00 ___/%_100___
 Year to date expended: \$0.00 ___/%_100___

b. Year to date variance explanation: *Spending on target.*
 (>10% variance from year to date budgeted and at least \$500)

List below by account and line number

Account	Line Item Description	Amount of variance	Cause	Remediation/ Recovery Plan

c. Unforeseen Events affecting department budget:

d. Major Items/Expenses for the quarter covered:

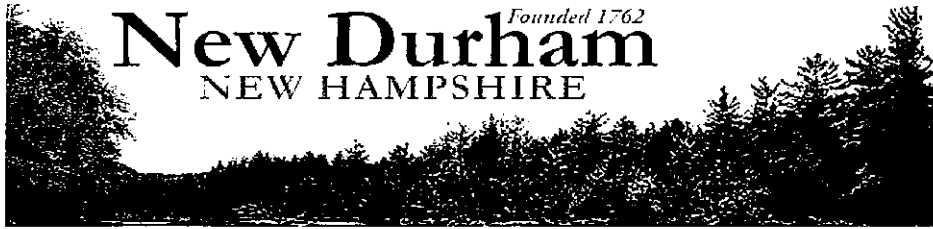
e. Major Items/Expenses between now and the end of the Year: *Purchase standards for flags in the second quarter. Continue with work inside the historic vault and the historic collections area in the library.*

III. Budget Assessment

a. Progress toward operational goals. *On target.*

b. Lessons Learned for next budget cycle.

c. Miscellaneous



Quarterly Department Budget Report

Department: Meetinghouse Committee
 Date: 4/6/2025

Data

Department Head: Robert Bickford Chair
 q/1/1/2025-3/31/2025

Period Covered:

I. Warrant Article expenditure for which responsible:

Article Number:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

a. Total department budget variance: Year to date budget: \$_____ / % _____
 Year to date expended: \$921.95

b. Year to date variance 15.25%

c. explanation:

(>10% variance from year to date budgeted and at least \$500)

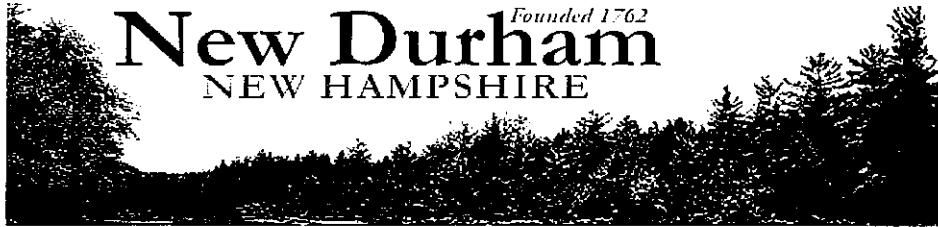
List below by account and line number

Account	Line Item Description	Amount of variance	Cause	Remediation/ Recovery Plan
01-4589-10-625	Postage	\$329.37 44% of budgeted amount	Sent a newsletter before election to encourage voting for warrant article	We can only send one newsletter for the rest of the year. We usually send our first one in June and second in December.
01-4589-10-551	Advertising	\$539.09 63.07% remaining of budgeted amount	price went up dramatically	Will need to use money from event line to send out one newsletter this year

d. Unforeseen Events affecting department budget:

e. Major Items/Expenses for the quarter covered:

f. Major Items/Expenses between now and the end of the Year:



Quarterly Department Budget Report

Department: Zechariah Boodey Farmstead Committee

Data Date: March 31, 2025

Department Head: Catherine Orlowicz

Period Covered: First

I. Warrant Article expenditure for which responsible:

Article Number:	Description:	Expenditure:	Outcome(s) to date:
	N/A		

II. Operating Budget Assessment

a. Total department budget variance: Year to date budget: \$1,201.00 ___/%_100___

Year to date expended: \$0.00 ___/%_100___

b. Year to date variance explanation: *Spending on target.*

(>10% variance from year to date budgeted and at least \$500)

List below by account and line number

Account	Line Item Description	Amount of variance	Cause	Remediation/ Recovery Plan

c. Unforeseen Events affecting department budget:

d. Major Items/Expenses for the quarter covered:

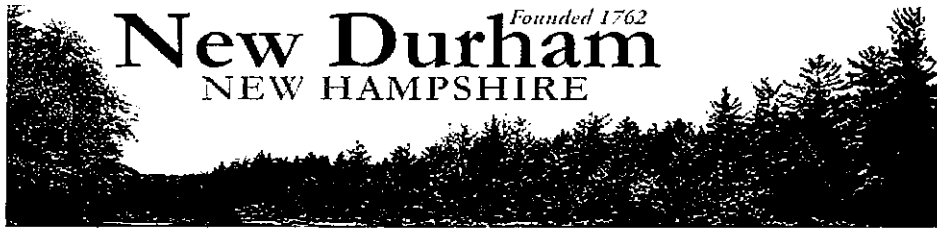
e. Major Items/Expenses between now and the end of the Year: *The newsletter is to be published and distributed in the second quarter.*

III. Budget Assessment

a. Progress toward operational goals. *On target.*

b. Lessons Learned for next budget cycle.

c. Miscellaneous



Quarterly Department Budget Report

Department: Conservation Commission

Data Date: 03-31-2025

Department Head:

Period Covered: Quarter 1

I. Warrant Article expenditure for which responsible:

Article Number:	Description:	Expenditure:	Outcome(s) to date:

II. Operating Budget Assessment

a. Total department budget variance: Year to date budget:\$ 281.75 /% 25%
 Year to date expended:\$ 41.67 /% .14

b. Year to date variance explanation:
 (>10% variance from year to date budgeted and at least \$500)
 List below by account and line number

Account	Line Item Description	Amount of variance	Cause	Remediation/ Recovery Plan

- c. Unforeseen Events affecting department budget:
- d. Major Items/Expenses for the quarter covered:
- e. Major Items/Expenses between now and the end of the Year:

III. Budget Assessment

- a. Progress toward operational goals.
- b. Lessons Learned for next budget cycle.
- c. Miscellaneous