

**TOWN OF NEWMARKET, NEW HAMPSHIRE
MUNICIPAL BUDGET COMMITTEE MEETING**

OCTOBER 26, 2020 7:00 PM

REMOTE MEETING

Approved November 30, 2020

MEMBERS PRESENT VIA ZOOM: Chairman Daniel V. Smith, Vice Chairman Jeff Raab, Roger Cady, Joe Lamattina, Michael LaBranche, Eric Wigode, Town Council Rep Zachary Dumont, Robert Ortins, Matt Evangelista

EXCUSED: School Board Rep Michael Kenison

GUESTS VIA ZOOM: Town Manager Steve Fournier, Superintendent Dr. Susan Givens, John Halsey

AGENDA

Chairman Dan Smith welcomed everyone to the October 26, 2020 Newmarket Municipal Budget Committee Remote Meeting and called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance.

Notice for Remote Meetings: *As Chairman of the Municipal Budget Committee, due to the Covid-19 coronavirus crisis, and in accordance with Governor Sununu's Emergency Order #12 pursuant to executive order 2020-04, this Board is authorized to meet electronically.*

Please Note that there is no physical location to observe and listen contemporaneously through the meeting which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

(A) Providing access to the meeting by telephone with additional access possibilities by video or other electronic means. We are utilizing the Zoom platform for this electronic meeting and all members of the Board have the ability to communicate contemporaneously during this meeting through Zoom platform, and the public has access to contemporaneously listen and if necessary participate in this meeting through dialing area code 312-626-6799 and meeting ID 98365835426;

(B) Providing public notice of the necessary information for accessing the meeting via Zoom, instructions provided on the Town of Newmarket Website at: www.newmarketnh.gov.

(C) There are provisions made to alert the public body during the meeting if there are problems with access: please call 602-292-1221.

(D) We will adjourn the meeting if the public is unable to access the meeting. In the event this happens, the meeting will be rescheduled. Please note that all votes taken during this meeting shall be done by Roll Call vote.

Roll Call Attendance: Jeff Raab-present/alone, Robert Ortins-present/alone, Roger Cady-present/alone, Joe Lamattina present/alone, Michael LaBranche-present/alone, Eric Wigode-present/alone, Matt Evangelista-present/alone, Dan Smith-present/alone

Invited Guests: Superintendent Dr. Susan Givens-present/alone, Town Manager Steve Fournier-present/alone, John Halsey-present/alone

OLD BUSINESS

Approval of the Minutes of the Municipal Budget Committee Meeting of September 28, 2020

Chairman Smith asked that approval of the minutes be moved to the end of the Agenda. The Committee was in agreement.

NEW BUSINESS

Final Town FY2020 Results/Impact of COVID-19/Timing of FY2022 Budget Submission & Dates

Town Manager Steve Fournier reminded the Committee that the Town is different from the School for dates and said Town dates are set by Charter with our Budget is due by November 15, 2020. He said it looks like the Town Council will adopt a Budget at the next regularly scheduled meeting and move it along to the Budget Committee.

Town Manager Fournier said the Town Council met on Saturday and hammered out a final FY2022 Budget which is about a 3.7% increase over last year, mainly due to contractual obligations, Solid Waste, Retirement, and Health Care, and said we are looking at a slight increase in taxes. He said the Town is anticipating a loss of revenue of approximately 20% for Rooms & Meals Tax and Highway due to the ongoing pandemic, which highlights what the Governor is predicting for loss in revenue and requested State Budget to do so.

Town Manager Fournier said though unaudited it looks like we finished FY2020 very healthy because of spending freezes put in place; a number of projects were not done as well as no positions hired due to the pandemic and uncertainty about revenues. Motor Vehicle Registrations were up but Building Permits were flat; Rooms & Meals Tax revenues are down but Highway Block Grants are set with numbers from the previous year. He said we are one-quarter through current FY2021 with 34% of the Budget expended, which is normal due to one-time purchases and the beginning of the fiscal year. He said Health Insurance costs, contributions to charities, and bond payments at the beginning of the year are right on target and a little lower than last year.

Town Manager Fournier said the Town is still spending a lot of time on the pandemic and closely monitoring the situation for a potential second surge. He said they are now more prepared and have a lot of materials stockpiled and will not be seeing the same purchases as before and are more used to doing things remotely. He said Newmarket now has over 4 positive cases in the community, and said we are trying to do some projects now like paving before things get bad in FY2022.

Questions: Chairman Smith asked what the 20% on Rooms & Meals Tax translates to in dollars, and Town Manager Fournier said about \$150,000-\$200,000. Town Manager Fournier said the Town will be using a portion of unexpended fund balance to offset expenditures in FY2022 and make up for some of them with contributions to Capital Reserves. He said we will still be at 7% of Fund Balance where we should be. Chairman Smith asked about funding for the Presidential Election and Town Manager Fournier said the State is providing a lot of the necessary equipment though there will be a small additional cost for 2 polling places.

Mr. Lamattina asked how the Public Hearing scheduled for December is going to work. Town Manager Fournier said it will have to be on Zoom at this point in time. Mr. LaBranche asked about the hiring freeze and Town Manager Fournier said it was lifted. Mr. LaBranche asked if costs for employees for this year were similar to last year, and Town Manager Fournier said they only added one Police Officer. Mr.

Budget Committee Remote Meeting
October 26, 2020

LaBranche asked if any new hires were expected for FY2022 and Town Manager Fournier said we are working with the School to hire a new Facilities Director.

Final School FY2020 Results/Impact of COVID-19/Timing of FY2022 Budget Submission & Dates

Superintendent Dr. Susan Givens said the uptick in COVID-19 in our area has had an impact on our educational programming and how we deliver it to our students, is taking an enormous amount of unanticipated time tracking and doing contact tracing. She said they are pulling together the FY2022 School District Budget and will be providing an overview presentation to the School Board On Thursday evening. She said they will make sure to get a copy to all Budget Committee Members at least by the beginning of next week.

Questions: Chairman Smith asked about holding an in-person Budget Committee in one of the School spaces. Superintendent Givens said both the Cafetorium at the High School and the Gymnasium at the Elementary School are currently filled with materials taken out of classrooms. She said she check to see if the Library Media Room at the High School is large enough. Councilor Dumont said with respect to the upcoming Town and School Budget Presentations we are not really in a place to have the full Board meet with other boards in person.

Approval of the Minutes of the Municipal Budget Committee Meeting of September 28, 2020

Corrections: On line 116 Mr. Cady changed "legislature" to *legislation*, and on line 126 changed "me" to *him*.

Councilor Dumont made a motion to approve the minutes of the Remote Budget Committee Meeting of September 28, 2020 as amended, which was seconded by Vice-Chair Raab.

Roll Call Vote: Jeff Raab-aye, Robert Ortins-aye, Roger Cady-aye, Joe Lamattina-aye, Michael LaBranche-aye, Eric Wigode-aye, Matt Evangelista-aye, Zachary Dumont-abstain, Dan Smith-aye
Motion approved by a vote of 8-0, with 1 abstention

Application of John Halsey to fill the Vacant Budget Committee Seat

Mr. John Halsey said he has lived in New England for about 10 years and has been a homeowner in Newmarket since 2014. He said he wants to get involved at the local level and affect some change in my community and make sure Newmarket has a bright future.

Questions: Mr. Cady asked about his employment and background. Mr. Halsey said he has worked for an industrial supply company for 10 years, 7 of those in a managerial role and 3 in a regional safety sales role. Mr. Cady asked what type of change Newmarket should be looking at. Mr. Halsey said he is trying to understand how schools are funded, a lot from property taxes which he thinks can create some inequities, and get a better understanding of how those things work and how he can be a part of it.

Mr. LaBranche made a motion to approve the appointment of *John Halsey* as a member of the *Municipal Budget Committee*, which was seconded by Councilor Dumont.

Roll Call Vote: Jeff Raab-aye, Robert Ortins-aye, Roger Cady-aye, Joe Lamattina-aye, Michael LaBranche-aye, Eric Wigode-aye, Matt Evangelista-aye, Zachary Dumont-aye, Dan Smith-aye

Budget Committee Remote Meeting
October 26, 2020

Motion approved by a vote of 9-0

Chairman Smith welcomed John Halsey to the Municipal Budget Committee and said we are pleased to have you as we head into Budget Season.

Review of FY2020-2021 Budget Season Calendar

Chairman Smith said it looks like the Budget Committee will have in hand the Budgets approved by the Town Council and the School Board within the next 2 weeks.

Dates: November 30, 2020 – Town Budget Presentations and Work Session
December 7, 2020 – School District Budget Presentation and Work Session
December 14, 2020 – Town Budget Public Hearing
January 4, 2021 – School District Public Hearing
January 30, 2021 – Deliberative Session

Chairman Smith said January 14, 2021 is a reserve date for possible Petition Warrant Articles. He said the next regularly scheduled meeting of November 30, 2020 will be the presentation from Town Manager Fournier on the Town's Budget; December 7, 2020 presentation of School District Budget; December 14, 2020 Town Public Hearing; January 4, 2021 School District Public Hearing; reserved January 14, 2021 at 7:00 pm for possible Public Hearing on Petition Warrant Articles; January 18, 2021 Martin Luther King Day; January 19, 2021 State deadline for Public Hearings with everything posted by January 25th; February 6, 2021 held for snow date; March 9, 2021 Election Day.

Chairman Smith asked if there were any issues with the dates. Councilor Dumont said he had no issues with dates, but Town Manager Fournier said there are no definite times for Deliberative or other dates. Mr. Cady asked if they may need a reserve date after Town and School Budget Presentations to answer questions. Chairman Smith said the presentations are usually thorough and we can absolutely answer questions and discuss business during the Public Hearings.

OTHER BUSINESS

NEXT MEETING: November 30, 2020

ADJOURNMENT

Mr. Cady made a motion to adjourn the meeting which was seconded by Councilor Dumont

Roll Call Vote: Jeff Raab-aye, Robert Ortins-aye, Roger Cady-aye, Joe Lamattina-aye, Michael LaBranche-aye, Eric Wigode-aye, Matt Evangelista-aye, Zachary Dumont-aye, Dan Smith-aye

The motion was approved by a vote 9-0, and Chairman Smith adjourned the meeting at 7:45 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary