

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

AUGUST 21, 2023

TOWN HALL AUDITORIUM

Approved September 25, 2023

MEMBERS PRESENT: Chairman Christopher Wolfe, Danielle Honan, Brian Rowley, Jim Chiou, School Board Rep Dan Smith, Town Council Rep Brian Ward

EXCUSED: Vice-Chair Richard Lesavoy, Scott Foster, Brian Hickey, Ned Carpenter

ALSO PRESENT: School Superintendent Todd Allen

Chairman Chris Wolfe welcomed everyone to the August 21, 2023 Municipal Budget Committee Meeting and called the meeting to order at 6:33 pm followed by the Pledge of Allegiance.

PUBLIC FORUM

No Public Comments.

NEW BUSINESS

Presentation of School District FY2023 Year-End Finance Report

Superintendent Todd Allen said the unassigned fund balance to reduce taxes for FY2023 is estimated at \$771,598; School Board reports finances through forms DOE-25 and MS-25 to Department of Revenue Administration and Department of Education which they use to set tax rates. Other documents presented are based on Newmarket School Board decisions of financial situation of school district on how to solve year-end fund balance.

Superintendent Allen said at School Board meeting on June 29, 2023: (1) Looked at outstanding Purchase Orders, bills outstanding that carry over into the next fiscal year, recommended 5 encumbrances totaling \$103,144; (2) Long-range CIP plan to be submitted for upcoming budget season: ongoing Elementary School window replacement project took on approximately \$192,826 plus another \$3,000 (\$195,826 total); (3) Playground replacement project mostly to be paid by ESSER Fund Grant of \$400,000, some design and site work from Operating Budget, \$8,200 from Maintenance Fund plus \$106,000 already obligated towards project, not using Capital Reserve Funds.

Superintendent Allen summarized the School Board actions and said the Retained Fund Balance against emergencies is \$688,718, slightly below 3.5%, with \$771,598 to be returned to taxpayers.

Questions: Dan Smith added that a check was presented by the PTA from fund-raising over last 3 years for the Elementary School Playground project. Superintendent Allen said yes, the basic cost of the Playground Project is about \$600,000 with \$50,000 from PTA fundraising. Mr. Rowley asked about encumbrances and Superintendent Allen said some of the expenses are not predicted when the budget is being developed and there are liabilities to pay at the end of the year; he said they met the School Board goal of only a 3.9% budget increase.

Superintendent Allen asked for confirmation of December 11, 2023 as date for School District Budget presentation; Chairman Wolfe said would get back to the School Board on that as schedule will be

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developed and calendar submitted at the next meeting.

MEETING MINUTES

Approval of June 26, 2023 Meeting Minutes

Postponed to next meeting due to lack of quorum in attendance today from the June 26th meeting.

OTHER BUSINESS

Potential New Budget Committee Candidate

Chairman Wolfe said he emailed the resume and application for Justin Looser who expressed interest in joining the Budget Committee.

Motion: Mr. Ward made a motion to accept the application of *Justin Looser* as a Municipal Budget Committee member; Seconded by Mr. Rowley; Motion approved 6-0.

Next Meeting: September 25, 2023

ADJOURNMENT

Mr. Rowley made a motion to adjourn, seconded by Mr. Ward, all in favor 6-0.

Chairman Wolfe adjourned the meeting at 7:56 pm.

Respectfully Submitted,

Patricia Denmark, Recording Secretary