

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

MAY 20, 2019 7:00 PM

TOWN HALL AUDITORIUM

Approved August 26, 2019

MEMBERS PRESENT: Chairman Michael "Mickey" Burns, Vice Chairman Daniel V. Smith, Jeff Raab, Trevor MacDonald, Gary Swanson, Joe Lamattina, Christian Matthews, Town Council Rep Zachary Dumont, School Board Rep Elizabeth McKinney

EXCUSED: Robert Ortins, Roger Cady

AGENDA

Chairman Mickey Burns welcomed everyone to the May 20, 2019 Budget Committee Meeting and called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance.

OLD BUSINESS

Approval of the Minutes of the Budget Committee Meeting of April 29, 2019

Mr. Swanson made a motion to approve the minutes of the Budget Committee Meeting of April 29, 2019, which was seconded by Councilor Dumont.

Chairman Burns polled the Committee and the Minutes of the Budget Committee Meeting of April 29, 2019 were approved by a vote of 9-0.

Distribution of Budget Books

Chairman Burns said he had not heard that the Budget Books were available at this point and he would continue to check on that.

Setting up Meetings with Town Department Heads

Chairman Burns said there was definite interest in members setting up meetings with Department Heads. He said he spoke with Town Administrator Fournier about setting up meetings with more than one person, and he said to just try to make it as easy as possible on departments. He said members could reach out to Department Heads directly by phone or email, or have one person act on behalf of several. He said this was a way to meet and greet to be able do their job better as Budget Committee. Vice-Chair Smith said to make sure there were not 6 or more persons together so they did not accidentally set up a meeting.

Mr. MacDonald said, as a segue to the next item of business, that part of the Capital Improvement Program (CIP) process was listening to each Department Head and going through their 10-year plans. He said his first CIP meeting last year was a tour of all the departments which was extremely valuable.

NEW BUSINESS

Selection of Budget Committee CIP Representative and Alternate

Chairman Burns stated that the CIP Committee asks that the Budget Committee elect one member as a Representative to the CIP and one member as Alternate. He said both Vice-Chair Smith and Mr. MacDonald had served as members.

Mr. MacDonald said he highly recommended it to see what happens specifically with the budget and all the actual plans and projects that may or may not happen. He said at the end of the process the projects are ranked by importance to what the Town needs. Vice-Chair Smith said statutorily the CIP is something the Town must do in order to collect Impact Fees. He said the CIP Committee produces a document of ranked recommendations to the Town Council and also to the School Board of what they believe are the highest priorities that should be considered for funding.

Vice-Chair Smith said the threshold for capital projects was \$10,000, and said Department Heads come in with big-ticket items they would like to do over the next 10 years. He said the resources of the Town are limited and the CIP Committee ranks the projects in order of priority, which informs what the Town Administrator puts into the Budget and the Town Council discussion around his proposal, as well as for the School Board separately. He said he felt the CIP Committee had improved and become more focused and the Town Council paid more attention to the CIP process.

Councilor Dumont said when he started on the Town Council his understanding was that a lot of great work was done during the CIP process, but kind of got lost on the way to the Town Council. He said last year the Town Administrator worked very hard with Department Heads and recommendations from CIP to help tailor his budget and think about ways to make it better. He said the work of the CIP Committee beneficially impacts the Budget and makes for smarter spending choices for the next fiscal year.

Mr. Lamattina said he understood that the CIP Committee met and prioritized department proposals that went into what the Town Council approves for funding of Capital Reserve Projects, and he asked how it got into the Budget. Chairman Burns said the Town Council sets the Budget and the Budget Committee reviews it. He said CIP supported more than one fund and they have the ability to recommend to the Town Council what monies should be set aside.

Vice-Chair Smith said CIP recommends the amount of capital funding that should be put away and lists the projects they think are important, but there is already a certain amount of money in the Capital Reserve Funds, and just because they decide something is necessary does not mean that is the funding mechanism that will be used as they can only recommend to set aside money. Mr. Lamattina said then they did not always become specific line items in the Capital Reserve funding, and asked if Warrant Articles came out of Capital Reserves.

Chairman Burns said Warrant Articles were separate. Vice-Chair Smith said if something is big enough and important enough for the Town it would become a Warrant Article for a Bond. Mr. Raab said for the School

Board it would go on warrant if it is just a Capital Fund but for the Town it was in the Budget. He said CIP lists projects over a period of time and the School Board and the Town Council decide how to execute that. Vice-Chair Smith said CIP was a spending plan and it was up to the School Board and the Town Administrator to turn it into a funding plan.

Ms. McKinney said CIP gives the School Board a chance to plan ahead so they know what they are going to need down the road. She said they can go to the CIP Committee with their needs, and they either approved the money or it would have to go on Warrant Article. Vice-Chair Smith said it was very educational to listen to Department Heads give life expectancies of their equipment, and Mr. Raab said with a set life expectancy they can begin to put money aside. Mr. Lamattina said he always thought CIP and Capital Reserve Funds were the same but they are two different things.

Mr. Matthews nominated himself as Budget Committee Representative to the CIP Committee, which was seconded by Mr. Raab. Mr. Matthews stated that in his day job he is the GIS Transportation Analyst for the Rockingham Planning Commission and the majority of his job is long-range planning over 20 years. He said his job is dedicated to analysis of transportation projects in the region, and he thought his experience would transition well into the CIP Committee.

Chairman Burns polled the Committee and the motion to appoint *Mr. Christian Matthews as Budget Committee Representative to the CIP Committee* was approved by a vote of 9-0.

Mr. Lamattina nominated himself to be Alternate Representative which was seconded by Vice-Chair Smith. He asked what the Alternate would do. Chairman Burns said if Mr. Matthews were unavailable to make a meeting they would look to him to fill in, and said they should be interchangeable. He said the Budget Committee would periodically ask for updates on CIP's progress.

Chairman Burns polled the Committee and the motion to appoint *Mr. Joe Lamattina as Budget Committee Alternate Representative to the CIP Committee* was approved by a vote of 9-0.

Review of Upcoming Budget Committee Meetings

Chairman Burns said the Budget Committee would not meet in June or July and the next meeting was targeted for August 26, 2019 in the Auditorium at 7:00 pm. He said he would reach out to Town Administrator Fournier and the School Board to prepare some year-end numbers, and they would meet again on September 23, 2019.

OTHER BUSINESS – None

NEXT MEETING: August 26, 2019 at 7:00 pm in the Town Hall Auditorium.

ADJOURNMENT

Councilor Dumont made a motion to adjourn the meeting which was seconded by Mr. MacDonald. The motion to adjourn was approved by a vote of 9-0, and the meeting was adjourned at 7:23 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary