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4 **TOWN OF NEWMARKET, NEW HAMPSHIRE**

5 **BUDGET COMMITTEE MEETING**

6 **MARCH 30, 2020**

7 **NOTICE OF REMOTE MEETING**

8 ***DRAFT MINUTES***
9

10
11 MEMBERS PRESENT: Chairman Daniel V. Smith, Vice Chairman Jeff Raab, Roger Cady, Joe Lamattina, John
12 Baldi, Michael Labranche, School Board Rep Michael Kenison, Town Council Rep Zachary Dumont
13 New Member: Eric Wigode
14

15 EXCUSED: Robert Ortins
16

16 **AGENDA**

17 Acting Chairman Dan Smith called the remote meeting to order at 7:04 pm. He said all votes would be
18 taken by roll-call vote.

19 **OLD BUSINESS**
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21 **Approval of the Minutes of the Budget Committee Meeting of January 6, 2020**
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23 Changes/Corrections: Mr. Raab corrected a name misspelling on line 196.
24

25 Mr. Raab made a motion to approve the Minutes of the Budget Committee Meeting of January 6, 2020
26 as amended, which was seconded by Councilor Dumont.
27

28 Roll-Call Vote: Dan Smith-aye, Jeff Raab-aye, Joe Lamattina-aye, Councilor Dumont-aye, Roger Cady-aye
29 Motion approved as amended 5-0, with 3 abstentions.
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31 **NEW BUSINESS**
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33 **Welcome to Newly Elected Members**
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35 Acting Chairman Smith welcomed new members John Baldi and Michael Labranche, and said he was not
36 sure how the Town would handle orientation for new members this year. He also thanked members who
37 have left: Gary Swanson, Christian Matthews, and outgoing Chairman Mickey Burns who served two 3-
38 year terms on the Budget Committee.
39

40 **Election of Chairman and Vice-Chairman**
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Chairman of the Budget Committee:

Councilor Dumont made a motion to nominate *Dan Smith* as *Chairman of the Budget Committee*, which was seconded by Mr. Lamattina. Mr. Smith accepted the nomination.

Roll-Call Vote: Roger Cady-aye, John Baldi-aye, Councilor Dumont-aye, Jeff Raab-aye, Michael Labranche-aye, Joe Lamattina-aye, Mike Kenison-aye Dan Smith-abstain
Motion approved 7-0, with 1 abstention.

Vice-Chairman of the Budget Committee

Councilor Dumont made a motion to nominate *Jeff Raab* as *Vice-Chair of the Budget Committee*, which was seconded by Mr. Lamattina. Mr. Raab accepted the nomination.

Roll-Call Vote: Dan Smith-aye, Roger Cady-aye, John Baldi-aye, Councilor Dumont-aye, Michael Labranche-aye, Joe Lamattina-aye, Mike Kenison-aye, Jeff Raab-abstain
Motion approved 7-0, with 1 abstention.

Candidates to fill Vacant Budget Committee Seats for FY2020-2021 Budget Year

Chairman Smith said Robert Ortins had another year on the Budget Committee and there were still two open seats after the addition of Eric Wigode.

Candidate – Eric Wigode

Mr. Cady made a motion to propose Eric Wigode for membership on the Budget Committee, which was seconded by Councilor Dumont.

Roll-Call Vote: Dan Smith-aye, Roger Cady-aye, John Baldi-aye, Councilor Dumont-aye, Michael Labranche-aye, Joe Lamattina-aye, Mike Kenison-aye, Jeff Raab-aye
Motion approved 8-0

(The statement made by Eric Wigode was inaudible.)

Chairman Smith thanked Eric Wigode for his willingness to serve and said he looked forward to working with him in the coming year. He asked anyone interested in the other vacancies to contact him or the Town Manager.

Schedule Regular Meeting Day/Time for Upcoming Year

The Committee discussed setting the day and time for this year's meetings. It was suggested that Eric Wigode could not vote until he was sworn in.

(Motion and votes to approve day and meeting time were inaudible.)

Overview of Monthly Meeting Schedule from Past Years

A comment was made that in the past the Budget Committee has been fairly passive and not met on a regular basis, and it was preferable they meet even in the summer months. Chairman Smith said generally they have taken 2 summer months off as they are at the end of the fiscal year.

Chairman Smith reviewed past budget-year schedules and said the Town Council will have their Budget Workshop and forward their approved Budget to the Budget Committee by November 15, 2020. He said the School District, in practice and statutorily, runs about 2 weeks behind which helps space out their

work. At the beginning in November the Budget Committee schedule picks up, and they hold a workshop for the Town and a workshop for the School. For the Town, the Town Manager and important Department Heads come in and go over the budget with the Budget Committee; for the School the Superintendent and Business Administrator go through the same exercise.

Chairman Smith said the Budget Committee holds two Public Hearings with public comment, one for the Town and one for the School District; they go through the Warrant Articles that have taxation impact one at a time and vote to recommend or not recommend. He said he is committed this year as Chair to push to avoid an awkward situation like last year with the Warrant reading "approved by the Budget Committee by a vote of 3-8" by an inverse vote. He said ideally everyone will come in with reasonable proposals reflected in a sensible way in the warrant.

Chairman Smith said the two Public Hearings are usually in December/January and extra dates are reserved for after-petition warrants. Next comes the Deliberative Session, usually the second week in February, with an extra after-date reserved in case of changes that affect taxation. He clarified that the Budget Committee does not vote on articles that have no impact on taxation.

Discussion: Mr. Cady asked that the Budget Committee be more diligent in review of the FY2020-2021 Budget and be better prepared. He suggested that individual members be assigned or volunteer to review certain portions of the Budget in advance. Chairman Smith said he could invite the Town Manager and School Superintendent to join them at the next meeting, and reminded Committee members that meetings where the School and Town develop their Budgets are public meetings.

Chairman Smith said he would like to see the final version of the School District's audit. Mr. Kenison said the auditors were present at the last School Board meeting and the audit is finished. He said it was not a bad idea to have administrators in early so they all have expectations of the timeline and information people are looking for. Vice-Chair Raab recommended the Chair notify both the School Superintendent and the Town Manager asking that the Budget Committee receive a report of expenditures to date on a monthly basis. Mr. Cady also asked that the information from the Town Manager also include revenues.

Mr. Lamattina said the Budget Committee does have the authority to request information from Department Heads (RSA 32:22 page 62 re authorization of the Budget Committee). Chairman Smith said the RSA states that the Budget Committee can meet periodically to review statements of appropriations and expenditures, but does not explicitly say "revenues". He said he will request the School Board and the Town Manager give the Committee monthly financial statements with costs and revenues both.

Budget Committee Representative to the CIP Committee

Mr. Lamattina volunteered to serve as the Budget Committee Representative the CIP Committee and Mr. Cady volunteered to serve as Alternate.

Councilor Dumont made a motion to appoint *Joe Lamattina as Budget Committee Representative to the CIP Committee with Roger Cady as Alternate.*

Roll-Call Vote: Dan Smith-aye, Roger Cady-aye, John Baldi-aye, Councilor Dumont-aye, Michael Labranche-aye, Joe Lamattina-aye, Mike Kenison-aye, Jeff Raab-aye
Motion approved 8-0

OTHER BUSINESS

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139 Vice-Chair Raab recommended that the Committee meet if they have a candidate to appoint, to get
140 someone on board as soon as possible. Mr. Cady said they should advise new members of the standing
141 rule to notify the Chairman prior to the meeting if unable to attend to be marked "excused". Chairman
142 Smith said the rule applies to all Town offices, and said if 3 consecutive meetings are missed the
143 Committee should vote to remove that member. He said the Town provides a book on Budget Law as a
144 guide for new members, and said he liked to think of the Committee as a very collaborative, open body.

145
146 Councilor Dumont said he had not been officially appointed to the Budget Committee for this year, the
147 Town Council will be having their first meeting Wednesday, April 1, 2020, and he will ask to be
148 reappointed.

149
150 **NEXT MEETING**

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152 Chairman Smith proposed the Budget Committee meet again April 27, 2020 with the same remote setup
153 and said he would get an agenda out.

154
155 **ADJOURNMENT**

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

158
159 Roll-Call Vote: Dan Smith-aye, Roger Cady-aye, John Baldi-aye, Councilor Dumont-aye, Michael
160 Labranche-aye, Joe Lamattina-aye, Mike Kenison-aye, Jeff Raab-aye
161 Motion approved 8-0

162
163 Chairman Smith adjourned the meeting at 7:56 pm.

164
165 Respectfully submitted,

166 Patricia Denmark, Recording Secretary