

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

MARCH 29, 2021 7:00 PM

REMOTE MEETING

Approved April 19, 2021

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

GUESTS VIA ZOOM: Finance Director William Tappen

AGENDA

Chairman Dan Smith welcomed everyone to the March 29, 2021 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 301-715-8597 and meeting ID 92637129750.

(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: Roger Cady-present/alone, Joe Lamattina-present/alone, Jeff Raab-present/alone, Robert Ortins-present/alone, Michael LaBranche-present/alone, Eric Wigode-present/alone, Zachary Dumont-present/alone, John Halsey-present/alone, Dan Smith-present/alone

OLD BUSINESS

Approval of the Minutes of the Municipal Budget Committee Meeting of January 14, 2021

Mr. Lamattina made a motion to approve the Minutes of the Municipal Budget Committee Meeting of January 14, 2021, which was seconded by Councilor Dumont.

Roll Call Vote: Roger Cady-aye, Joe Lamattina-aye, Jeff Raab-aye, Robert Ortins-aye, Michael LaBranche-aye, John Halsey-aye, Eric Wigode-aye, Zachary Dumont-aye, Dan Smith-aye
The motion was approved by a vote of 9-0

NEW BUSINESS

Introduction of Newly Elected Members

Chairman Smith said newly elected members are not present this evening and this will be postponed until the reformation meeting in April. He said 2 new candidates were elected.

Review of Budget Committee Role and Responsibilities

Chairman Smith said without new members they do not need to do this review tonight.

Mid Fiscal Year Update from School District

Chairman Smith said the Superintendent and the School Business Administrator were both unavailable for tonight's meeting.

Mid Fiscal Year Update from Town Manager – Finance Director Bill Tappen

Finance Director Bill Tappen said given we are in the middle of a pandemic, revenues across the board are about normal and pretty much where they should be. Typically approximately 66.7% is spent at this time of year and expenditures are at 68% and slightly improved from last year and revenues are fairly on track. There was concern about Recreation, but Recreation Director Aimee Gigandet said more children have signed up for summer camp this summer than last year and they are doing better than anticipated.

Questions: Mr. Lamattina asked if the second column was month to date revenues and Mr. Tappen said it basically represents February revenues. Mr. Lamattina asked if all property taxes had been collected and Mr. Tappen said they were at 100% of anticipated plus or minus 1-2%. Mr. Cady said Rooms & Meals income was significantly greater than anticipated and asked if that will continue to rise over the next 4 months. Mr. Tappen said he is not sure at this point.

Chairman Smith asked if there had been guidance from the State on their outlook and Mr. Tappen said not really, but they were pleasantly surprised at Rooms & Meals Tax. Mr. Cady asked for an explanation of Fund 17-Energy Efficiency which sounds like a \$116,000 deficit. Mr. Tappen said that is money that will be reimbursed for energy efficiency projects; a leasing company was set up to pay for equipment for the projects and that is showing the money spent for which they will be reimbursed. He said the other \$28,520 is for newer energy efficiency projects.

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Mr. LaBranche asked for a timeframe on the monthly reports being completed. Mr. Tappen said they do a soft close at the end of the month then submit them to Department Heads to make sure there is nothing unusual, any corrections are made, and the final report is issued. Mr. Wigode asked if it was then reasonable for the Budget Committee to have the monthly reports by their last Monday of the month meetings. Mr. Tappen said that is reasonable; the report is sent by the Town Manager to the Town Council, and he will check with him to see if the Budget Committee could also automatically receive the report.

OTHER BUSINESS

Mr. Lamattina thanked Chairman Dan Smith and Vice-Chair Jeff Raab on behalf of the Budget Committee for all their services. Chairman Smith said he hoped the Committee would be able to find 3 more members who want to step up. He said the Budget Committee is an important thing for the Town, has an important advisory role, and keeps the process honest and open.

Mr. Wigode asked who would be putting together the agenda for the next meeting. Mr. LaBranche said he spoke with the Town Manager and he said Town Clerk Terri Littlefield will probably start that meeting until a Chair and Vice-Chair are chosen.

Organizational Meeting

Chairman Smith said he would wait at least 2 weeks after the swearing-in to hold the organizational meeting. He said the process is to make sure you copy Wendy Chase as she posts the notices, so the meeting is properly noticed and legal, and make sure you copy Patricia Denmark as well for the minutes.

After discussion, the Committee members agreed to tentatively hold the organizational meeting on April 19, 2021. Mr. Lamattina said he would reach out to the Town Manager to set it up. Councilor Dumont said the Town Charter says: "all members shall take office on the first Monday in April following the second Tuesday in March following their election."

NEXT MEETING: April 19, 2021 - tentative

ADJOURNMENT

Mr. Ortins made a motion to adjourn the meeting which was seconded by Mr. LaBranche.

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

The motion was approved by a vote of 9-0 and Chairman Smith adjourned the meeting at 7:37 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary