

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

APRIL 19, 2021 7:00 PM

REMOTE MEETING

Approved May 24, 2021

MEMBERS PRESENT VIA ZOOM: Chairman Joe Lamattina, Vice-Chairman Michael LaBranche, Roger Cady, Eric Wigode, Richard Lesavoy, Christopher Wolfe, School Board Rep Gary Swanson, Town Council Rep Zachary Dumont

GUESTS VIA ZOOM: Town Clerk Terri Littlefield, Michael Mattozzi

AGENDA

Town Clerk Terri Littlefield welcomed everyone to the April 19, 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: Eric Wigode-present/alone, Richard Lesavoy-present/alone, Roger Cady-present/alone, Michael LaBranche-present/alone, Christopher Wolfe-present/alone, Joe Lamattina-present/alone, Gary Swanson-present/alone, Zachary Dumont-present/alone

OLD BUSINESS – None

NEW BUSINESS

Introduction of Newly Elected and Appointed Members

Mr. Lamattina said there were 2 new members of the Budget Committee present tonight: Christopher Wolfe and Richard Lesavoy.

Christopher Wolfe said he is a 5-year resident of Newmarket and lived in Derry for 36 years serving on a number of different committees and other positions in town government, and this is his chance to get started in Newmarket.

Richard Lesavoy said he has been a resident since 2017 and previously spent 10 years in Merrimack, MA as a member of the Finance Committee. He said he also worked as Public Safety Building Committee Spokesman and the town built a new Police Station.

Election of Officers and Committee Representatives

Town Clerk Terri Littlefield said they will now appoint the Chair and Vice-Chair of the Budget Committee for the 2021/2022 Budget Year.

Budget Committee Chairman:

Mr. LaBranche nominated Joe Lamattina as Chairman which was seconded by Eric Wigode. Mr. Lamattina accepted the nomination.

Roll Call Vote: Eric Wigode-aye, Richard Lesavoy-aye, Joe Lamattina-aye, Roger Cady-aye, Michael LaBranche-aye, Christopher Wolfe-aye, Gary Swanson-aye, Zachary Dumont-aye

Motion was approved by a vote of 8-0

Budget Committee Vice-Chairman:

Chairman Lamattina nominated Michael LaBranche as Vice-Chairman which was seconded by Councilor Dumont.

Roll Call Vote: Eric Wigode-aye, Richard Lesavoy-aye, Joe Lamattina-aye, Roger Cady-aye, Michael LaBranche-aye, Christopher Wolfe-aye, Gary Swanson-aye, Zachary Dumont-aye

Motion was approved by a vote of 8-0

Town Clerk Terri Littlefield turned the meeting over to Chairman Joe Lamattina.

CIP Representative:

Chairman Lamattina nominated Roger Cady as Budget Committee Representative to the CIP Committee as he served as Alternate last year. This was seconded by Mr. Swanson.

Roll Call Vote: Eric Wigode-aye, Richard Lesavoy-aye, Joe Lamattina-aye, Roger Cady-aye, Michael LaBranche-aye, Christopher Wolfe-aye, Gary Swanson-aye, Zachary Dumont-aye

Motion was approved by a vote of 8-0

CIP Alternate:

Budget Committee Remote Meeting
April 19, 2021

Chairman Lamattina said this is a good opportunity for new members to get to meet department heads and gain an understanding of what is coming down the line as far as projects. Mr. LaBranche volunteered to serve as Alternate Rep to the CIP Committee.

Chairman Lamattina nominated Michael LaBranche as Budget Committee Alternate to the CIP Committee which was seconded by Councilor Dumont.

Roll Call Vote: Eric Wigode-aye, Richard Lesavoy-aye, Joe Lamattina-aye, Roger Cady-aye, Michael LaBranche-aye, Christopher Wolfe-aye, Gary Swanson-aye, Zachary Dumont-aye

Motion was approved by a vote of 8-0

School Board: School Board Rep Gary Swanson, Alternate Elizabeth McKinney

Town Council: Town Council Rep Zachary Dumont, Alternate Megan Brabec

Committee Vote on Approval of New Members for Open Position

Chairman Lamattina said Michael Mattozzi, a long-time resident of Newmarket, has expressed interest in joining the Budget Committee, and said the Budget Committee currently has 3 openings.

Michael Mattozzi of Schanda Drive said he has been in Newmarket for 29 years but is new to town government. He served as President of the Schanda Drive Community Association for the past 20 years and is very interested in the finances of the Town and where and how money is spent.

Vice-Chair LaBranche nominated Michael Mattozzi to a one-year term on the Municipal Budget Committee which was seconded by Mr. Swanson.

Roll Call Vote: Eric Wigode-aye, Richard Lesavoy-aye, Joe Lamattina-aye, Roger Cady-aye, Michael LaBranche-aye, Christopher Wolfe-aye, Gary Swanson-aye, Zachary Dumont-aye

Motion was approved by a vote of 8-0

Chairman Lamattina welcomed Mr. Mattozzi to the Budget Committee and said he would need to be sworn in before being able to vote.

Review of Budget Committee Roles and Responsibilities

Chairman Lamattina said basically the Budget Committee is elected by voters to review the proposed budgets presented by the Town Council and the School District and to recommend a Budget to the voters. The Budget that goes before voters is the Budget Committee's Budget; the Budget Committee cannot add or remove individual line items from the Proposed Budget, just approve the bottom line. He said the Budget Committee has the authority to review expenditures on an on-going basis but cannot control them.

Chairman Lamattina said if a Budget Committee member misses 4 consecutive meetings without excuse they cease being a member of the Budget Committee. As a public body the Budget Committee is subject to Right to Know Laws (91-A) and all meetings are public meetings and must be noticed in advance. Emails between Committee members are also subject to Right to Know Laws. He said this is the only board in the Town that crosses the School-Town line, and they have the same responsibility to the School as to the Town to review both Budgets independently and can only recommend a change to the bottom line.

Budget Committee Remote Meeting
April 19, 2021

Mr. Cady said once the Committee has a finalized list of new members, they should set up group appointments with various department heads to allow them to explain in more detail what they do and what their budget issues are. Chairman Lamattina said once they fill the 2 remaining vacancies, he will ask the Town Manager to arrange meetings with various department heads. He said Nick Carpenter has expressed interest and will be on the agenda for the next meeting.

Mr. Lesavoy asked if department heads will make presentations to the Committee during the budget process. Chairman Lamattina said there will be a point where working sessions will be held with the Town Manager and various department heads to explain the reasoning for their budget requests.

Councilor Dumont said the Budget Committee is allowed to modify the bottom line of the Budget up to 10% of the Budget presented. The Town Council has a day-long open Budget Workshop where department heads come in speak to budgets they presented, and the Town Manager reviews his Budget; Budget Committee members can be involved along the way.

Review of Rules for Agenda Items and Timing

Chairman Lamattina said if you would like to add things to the agenda, they should be added at least 2 business days prior to the publishing of the Agenda sometime in the week before the Monday meetings. He said they made a rule last year for agenda items of at least 2 business days prior to the meeting unless approved by the Budget Committee Chairman; documents needing review are also to be received at least 2 business days prior and the whole Committee can vote to accept last minute documents

Discussion of Preliminary Calendar

Chairman Lamattina said basically the Committee meets monthly on the last Monday of the month. In mid-November budgets from Town and School are due to the Budget Committee by November 15th. He said the dates in red on the calendar are tentative and subject to change, depending on the date set for the Deliberative Session and working backward. End of November/early December they will hold work sessions where they meet with the Town Manager and the Superintendent and School Business Administrator to go over their Budgets. They start Public Hearings in early January at least 25 days prior to Deliberative Session.

Chairman Lamattina said the Deliberative Session is held between the 2nd and 3rd Saturdays after the last Monday in January and alternate dates are also provided. Voting is held on the second Tuesday in March. He said he is assuming Budget Committee meetings will be by Zoom and hopefully meeting in public by October. Vice-Chair LaBranche asked if they could possibly meet in public before October.

Councilor Dumont explained that the Newmarket Mask Ordinance is still in effect with social distancing, and space is not available due to the size of the Budget Committee, and it depends on Federal and State guidelines and our local Ordinance. Chairman Lamattina said the School may have space available once equipment stored in the cafeteria is moved out. Mr. Swanson said he would raise the issue at the next School Board Meeting.

Approval of Budget Committee Meeting Minutes of March 29, 2021

Vice-Chair LaBranche made a motion to approve the Budget Committee Meeting Minutes of March 29, 2021, which was seconded by Mr. Cady.

Roll Call Vote: Eric Wigode-aye, Richard Lesavoy-abstain, Roger Cady-aye, Michael LaBranche-aye, Christopher Wolfe-abstain, Joe Lamattina-aye, Gary Swanson-abstain, Zachary Dumont-aye
Motion was approved by a vote of 5-0, with 3 abstentions

OTHER BUSINESS

School Audit Report

Chairman Lamattina said he had a request to review the School Audit Report. Mr. Wigode suggested having a School representative come in to discuss remedies for the audit. Chairman Lamattina said members can send any specific questions for the School to him and he will forward them to the School and ask the School Business Administrator to attend the next meeting. He said his question is the Food Service negative balance and whether it is significant. Mr. Samson said it basically has to do with the way they are doing the accounting.

Chairman Lamattina said he would like to go on the record as saying he has no problem with his tax dollars going to pay off any student balances but personally did not like the idea of bringing uncollected balances to Civil Court. Mr. Samson suggested having the Business Administrator also address that. Mr. Wolfe said he would hope that is something that is handled privately. Mr. Cady pointed out that this Audit Report is for the year ending June 2020 and the Business Administrator for the School did not start until July. He also asked for more information on some items on the Audit Report.

Vice-Chair LaBranche said the Committee has gone 2 meetings without receiving any financials from the Town or the School and asked if they could get the most recent information as they are in the last quarter of the year. Chairman Lamattina said the Calendar has July for year-end but will ask for the current month.

Councilor Dumont welcomed new members to the Budget Committee and said this is his 4th year as Town Council Representative. He recommended that when reaching out to department heads, they go through the Town Manager or the School Superintendent.

NEXT MEETING: May 24, 2021

ADJOURNMENT

Vice-Chair LaBranche made a motion to adjourn the meeting which was seconded by Councilor Dumont.

All members were in favor and Chairman Lamattina adjourned the meeting at 7:54 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary