

Official

BUDGET COMMITTEE MINUTES Hooksett Town Hall 35 Main Street Thursday, May 17, 2012 6:30 pm

CALL TO ORDER

Chair M. Miville called the meeting to order at 6:30 pm.

Pledge of Allegiance

PRESENT

Chair M. Miville, T. Keach, G. Smith, K. Hughes, F. Bizzarro, and C. Akstin (School Board Rep)

Excused: T. Lizotte

Absent: N. Haas, JR Ouellette , T. Lizotte Village and Central Water Precinct

APPROVAL OF MINUTES

March 1, 2012 – ***T. Keach moved to approve the minutes as presented. Motion seconded by K. Hughes. Motion carried.*** C. Akstin and F. Bizzarro abstained, not present at the meeting.

April 7, 2012 – ***J. Hughes moved to approve the minutes as presented. Motion seconded by G. Smith. Motion carried.*** C. Akstin, T. Keach and K. Hughes abstained, not present at the meeting.

NEW BUSINESS

Budget Committee – Self Audit and Review Procedures

Discussion on how the year went for the board and ideas to improve the process.

T. Keach suggested setting up e-mail accounts for all Budget Committee members for official communications.

C. Akstin stated the School Board discussed what the board can do to make the process better for next year. Discussion on changing the format of how the budget is presented and making it more like how the Town budget is presented, give Dr. Littlefield a little more direction on how to proceed with the budget, and having better communication between the two committees.

F. Bizzarro suggested having someone from the SAU who was involved in putting the budget together to come in, explain the budget and answer questions at each meeting.

Chair Miville suggested having one extra meeting prior to the Saturday budget workshop, to re-group, talk about the workshop and get organized.

C. Akstin: We're talking about changing the format of the school budget books, showing a summary rather than having the big books.

Chair Miville: I have an issue with that. I would prefer to see the books as it is. I personally would like to see the lines. How does everyone feel about that?

G. Smith: I still want the books. I just don't want the big fat books.

K. Hughes: I like the books. The details are important.

C. Akstin: We can continue giving you the books.

Chair Miville: We had also asked to add more columns. Take out the Superintendent and the Principal columns and add three more years of expenditure columns. Better explanation on why more money is spent on some items. One thing that caused a lot of confusion was the additional \$1 million added to the warrant articles after the Public Hearing. Now we know that at the end there is \$1 million federal money added into the final warrant, which wasn't communicated to the board in advance. It would have been nice if SAU explained that in advance.

C. Akstin: We did discuss that could have been approached better.

Chair Miville: We would prefer having the budget here ready to be signed as soon as the hearing is over. We shouldn't have to submit a right to know request to get information needed. Dana suggested tracking the questions based on numbers. Member of the Budget Committee should send all requests to the Budget Committee Chair and Lee Ann (Secretary) to be forwarded to the School Rep (Dana Argo). All communications should be sent through the School Board Budget Rep. School Board members should have SAU e-mail addresses for better communication.

C. Akstin will communicate all suggestions to the School board.

Election Results

Marc Miville, Frank Bizzarro and Steve Peterson were elected to the Budget Committee. Their terms start in July 1, 2012.

There are still 3 open positions on the Budget Committee. Several individuals were written in to the Budget Committee. The Town Clerk will contact them and ask who is willing to serve. The Budget Committee would like to have all open positions filled prior to the start of the budget process in September, if possible.

Next Meeting for 2012-2013 Budget (September 2012)

The board typically starts meeting the 3rd week in September. Tentative meeting date is September 20, 2012 and potentially in July should the board need to nominate/appoint members.

OTHER BUSINESS

Police Commission – End of year encumbrances

Joanne McHugh, Police Commission Chair and Captain Jon Daigle, Acting Police Chief came to address the committee.

J. McHugh: The end of fiscal year is fast approaching and everyone knows the outcome of the election with the budget being voted down. The commission has been discussing how to address the issue. We need to react in a manner that, not only fiscally responsible but in a manner that allows the department to work efficiently. The commission is contemplating making purchases out of this year's remaining funds. I felt it was in the best interest of the department and commission to come forward and inform the board. The first item is a cruiser. We may be taking funds out for a cruiser. The Town Administrator approved using the van as a trade-in. In our budget, we have requested 2 vehicles. We have listed between \$25-27,000 for a new vehicle. The other items that go with that are the cruiser equipment that needs to be installed at \$12,000 for each vehicle. The other matter is the holsters the officers wear. As part of the audit, there was a discussion about replacing the nylon holsters for safety and purchasing leather holsters. We have a cost from a vendor for \$7,000. Another item is the computer system. The server is old and doesn't have sufficient storage. We will need to replace 7 laptop and 19 desk top computers. The laptops will cost \$8,568.28, desk tops for \$14,735.45 and server for \$14,860. The last thing is the website for \$2,000. That's basically what we're working on. There hasn't been any expenditure other than the trade in for the van. The Acting Chief was given the authority to work

on it. He was able to locate someone who would take the van. Total amount to be encumbered is \$86,476.24.

ADJOURNMENT

The meeting adjourned at 7:26 pm.

Respectfully submitted by,

Evelyn F. Horn
Administrative Assistant