

Unofficial

BUDGET COMMITTEE MEETING

Hooksett Town Hall

35 Main Street

Thursday, September 20, 2012

6:30 pm

CALL TO ORDER

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

Pledge of Allegiance

ATTENDANCE

D. Argo, School Board Rep, Chris Morneau, Steve Peterson, Tabitha Jennings, Todd Lizotte, Town council, Marc Miville, Tom Keach, Frank Bizzarro, Nick Haas.

Excused Tom Young, Central Water, Village Water

APPOINTMENTS AND NOMINATIONS

Election of Chair and Vice Chair

T. Lizotte nominated Marc Miville as Chair.

T. Lizotte stated that Marc has done a good job over the past year directing the Board. We have many new members on the Board and it would be good to have someone with experience. Continuity will help with streamlining the process.

Vote unanimously in favor.

M. Miville explained the responsibilities of the officers.

Nick Haas nominated himself Vice Chair.

Vote unanimously in favor.

Tabitha Jennings nominated herself Secretary.

Vote unanimously in favor.

Vacancies and Nomination of new members

T. Lizotte motioned to accept Gail Smith's resignation. Seconded by F. Bizzarro.

Vote unanimously in favor.

T. Lizotte motioned to nominate Jason Hyde to the Budget Committee.

T. Lizotte: Jason is a past committee member with experience on this Board.

Vote unanimously in favor.

APPROVAL OF MINUTES

May 17, 2012

T. Keach motioned to approve the minutes of May 17, 2012. Seconded by F. Bizzarro.

2 corrections.

Vote unanimously in favor. 6 abstained

PUBLIC INPUT

None

NEW BUSINESS

Budget Goals – Goals have not been established by the Council. They are scheduled for discussion on the September 26th agenda.

T. Lizotte reviewed the challenges which were presented by the Finance Director at the September 12th Council meeting. (See attached)

C. Morneau suggested informing the voters about the tax rate and the relationship to the property value.

T. Lizotte stated that he is working on that information with the Administrator and the Assessing office.

T. Keach motioned the Budget Committee shall observe Robert's Rules of Order Newly Revised 11th Edition 2011 except as otherwise provided by these policies or bylaw. The normal order of business at a regular meeting of the Budget Committee shall be outlined below. The Chairman shall, with the consent of the Board, have the latitude to re-order the agenda at any specific meeting to accommodate specific circumstances, per the regular agenda as written. Seconded by T. Lizotte.

Vote unanimously in favor.

A discussion ensued regard the procedure for assessing quorum. Last year the Board adopted the philosophy whereby only the elected members were considered when establishing quorum.

T. Lizotte motioned to reinstitute the bylaw that was drafted last year regarding quorum. N. Haas seconded.

Vote unanimously in favor.

T. Lizotte motioned to have the secretary develop a draft of the "rules and procedures" for the Budget Committee to be approved by the Committee. Seconded by N. Haas.

Vote unanimously in favor.

Budget Committee Procedures

M. Miville reviewed the procedures he will be following which are generally Robert's Rules.

Review Budget Calendar

The proposed budget calendar for 2012-2013 was reviewed and amended. (See attached)

T. Lizotte motioned to approve the Calendar as amended. Seconded by N. Haas.

Vote unanimously in favor.

CIP Committee

M. Miville explained the CIP process. The first meeting of the committee is October 16th.

OTHER BUSINESS

Email addresses have been assigned to all members and will be forwarded to the members.

The members will be asked to sign the standard agreement documents.

PUBLIC INPUT

None

ADJOURNMENT

The meeting was adjourned by the Chair at 8:10 pm.

Respectfully submitted,

Lee Ann Moynihan
Budget Committee Secretary

| SCHOOL | | | | | | | BUDGET COMMITTEE CALENDAR 2012 - 2013 |
|-----------------|--------------------|-------|-------------|--------------------|---|-----------|---------------------------------------|
| TOWN | | | | | | | |
| Non-Budget Mtgs | DATE | DAY | TIME | MEETING | PURPOSE | PLACE | |
| | September 20, 2012 | THURS | 6:30 PM | BUDGET COM. | ORGANIZATIONAL MEETING | TOWN HALL | |
| | October 25, 2012 | THURS | 6:30 PM | BUDGET COM. | MONTHLY Dr. Littlefield/ D.Shankle/ Precincts | TOWN HALL | |
| | November 7 | | | SCHOOL BRD | BUDGET WORKSHOP | CAWLEY | |
| | November 29, 2012 | MON. | 6:30 PM | BUDGET COM. | RECEIVE SCHOOL BOARD BUDGET | TOWN HALL | |
| | December 6, 2012 | THURS | 6:30 PM | BUDGET COM. | BUDGET REVIEW PRIOR TO SCHOOL PRESENTATION | TOWN HALL | |
| | December 12, 2012 | WED. | 6:30 PM | COUNCIL MEETING | | TOWN HALL | |
| | December 8, 2012 | SAT. | 12:30 PM | BUDGET COM. | ALL DAY SCHOOL BUDGET PRESENTATION W/STAFF | CAWLEY | |
| | December 13, 2012 | THURS | 6:30 PM | BUDGET COM. | REVIEW SCHOOL BUDGET | TOWN HALL | |
| | December 20, 2012 | THURS | 6:30 PM | BUDGET COM. | REVIEW SCHOOL BUDGET | TOWN HALL | |
| | January 5, 2013 | SAT. | 8:30 AM | COUNCIL MEETING | BUDGET WORKSHOP | TOWN HALL | |
| | January 14, 2013 | THURS | 7:00 PM | BUDGET COMM. HEAR. | PUBLIC HEARING SCHOOL BUDGET (Last day 1/15/13) | CAWLEY | |
| | January 15, 2013 | FRI. | 7:00 PM | BUDGET COMM. HEAR. | PUBLIC HEARING SCHOOL BUDGET - SNOW DATE | CAWLEY | |
| | January 25, 2013 | FRI. | | PICK UP BOOKS | RECEIVE MUNICIPAL BUDGET | TOWN HALL | |
| | February 2, 2013 | SAT. | 12:30 M | BUDGET COM. | ALL DAY MUNICIPAL BUDGET PRESENTATION W/ STAFF | TOWN HALL | |
| | February 8, 2013 | FRI. | 7:00 PM | DELIBERATIVE SESS | SCHOOL DISTRICT (2/5 - 2/12) | CAWLEY | |
| | February 9, 2013 | SAT. | 9:00 AM | DELIBERATIVE SESS. | SNOW DATE | CAWLEY | |
| | February 14, 2013 | THURS | 6:30 PM | BUDGET COM. | REVIEW MUNICIPAL BUDGET | TOWN HALL | |
| | February 14, 2013 | THURS | 6:30 PM | BUDGET COM. | REVIEW MUNICIPAL BUDGET | TOWN HALL | |
| | February 28, 2013 | THURS | 6:30 PM | BUDGET COM. | PUBLIC HEARING MUNICIPAL BUDGET (Last day 3/1/13) | TOWN HALL | |
| | March 7, 2013 | THURS | 7:00 PM | BUDGET COM. | SNOW DAY/Last Day for Hearing any new petition articles (S) | TOWN HALL | |
| | March 8, 2013 | FRI. | 7:00 PM | BUDGET COMM. HEAR. | SCHOOL DISTRICT BUDGET & WARRANT ARTICLES | CAWLEY | |
| | March 12, 2013 | TUES. | 6 AM - 7 PM | ELECTION | FINAL REVIEW OF BUDGET AND RECOMMENDATION | TOWN HALL | |
| | March 14, 2013 | THURS | 6:30 PM | BUDGET COM. | MUNICIPAL BUDGET & WARRANT ARTICLES (3/30/13 - 4/6/13) | CAWLEY | |
| | April 6, 2013 | SAT. | 1:00 PM | DELIBERATIVE SESS. | MUNICIPAL BUDGET & WARRANT ARTICLES | CAWLEY | |
| | May 14, 2013 | TUES. | 6 AM - 7 PM | ELECTION | MUNICIPAL BUDGET & WARRANT ARTICLES | CAWLEY | |

Staff Report
FY 2013-14 Budget Goals
September 12, 2012

AGENDA NO. 12.99
DATE: 9.12.12

Background: To provide management a general direction of the priorities and goals for the FY 2013-14 Operating Budget.

Discussion

Budget challenges:

1. FY 2012-13 Operating Budget is currently \$13,877,746 (not including Sewer); over the last four years the operating budget has decreased each year.

| <u>FY</u> | <u>Budget</u> | <u>Actuals</u> |
|-----------|---------------|----------------|
| 2011-12 | \$14,063,337 | \$13,617,787 |
| 2010-11 | \$14,089,386 | \$13,642,343 |
| 2009-10 | \$14,665,927 | \$13,844,264 |

2. Possible increase in Health Insurance rates. The average increase over the last five years was 6.47%. A 6.5% increase would cost about \$104,000 annually.
3. NHR\$ estimated increase \$50,000. Projected rates increases are 1.97% for employees, 5.35% for Police and 4.85 for Fire.
4. Revaluation is due April 2013 estimated to cost \$180,000. Currently the Town has \$43,000 in a reserve.
5. Second year of both the Fire and Police Union Contracts estimated increase of \$53,493 and \$48,632 respectively.
6. Revenues collections are stable.
7. Possible economic downturn in 2013.

One positive factor:

Exit 10 TIF bond is paid off in FY 2012-13. Saving \$265,000 annually.

Possible budget goals:

- a. Request level of percentage increase or decrease on the bottom line.
- b. Construct budgets that provide a cost effective government to achieve level services.
- c. Ask departments to identify and prioritize core services (primary role of the department).
- d. Develop operating budgets from ground up, starting from zero and justifying each service or program.
- e. Explore all opportunities to enhance non-property tax revenues.
- f. Present a Balanced Operating Budget (the overall operating budget would not increase without the overall revenues increasing).

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: Concur with recommendation, *that is*
that discussion of budget goals should occur.


Dean E. Shankle Jr., Ph.D.
Town Administrator