

**BUDGET COMMITTEE MEETING  
JANUARY 5, 2016**

**MEMBERS PRESENT:** Norm Langevin, Kevin Chamberlain, Jan Wilkins, Bob Schaumann, Jack Belletete, James Moore

**Excused:** Sue Greenough

**Staff:** Town Manager Caron, Administrative Assistant Zola

**Guests:** Selectman MacIsaac, Nick Handy (Monadnock Ledger) and Melissa Proulx (Keene Sentinel)

**Meeting opened:** 6:07 p.m.

Belletete made a motion to accept the minutes of the BudCom's November 10th meeting, seconded by Schaumann. Vote was taken – all in favor.

An overview of the budget was presented by Town Manager Dave Caron, with a power point presentation explaining the budget highlights.

The Committee discussed the use of Undesignated Fund Balance to stabilize taxes; Caron responded that an analysis of the Town's financial position is performed each Fall prior to the setting of the tax rate, with considerations for:

- 1) Applying an amount which is sustainable over a number of years, to avoid spikes in the tax rate;
- 2) Maintaining adequate fund balance for cash flow purposes in recognition that the Town operates on a calendar year basis with its predominate revenue source (property taxes) due in months 7 and 12 of the budget year;
- 3) Maintaining a balance within that recommended by the State Department of Revenue Administration of between 5 -17% of the Town's budget and other property tax commitments (Town is currently at 13%).

After the presentation, the committee examined the proposed budget for the following departments and tentatively voted on the bottom line.

**EXECUTIVE:** A motion was made by Chamberlain to tentatively accept the amount of \$ 274,798 seconded by Wilkins. Vote was taken – all in favor.

**ELECTION & REGISTRATION:** A motion was made by Schaumann to tentatively accept the amount of \$ 81,373 seconded by Wilkins. Vote was taken – all in favor.

**BUDGET COMMITTEE MEETING  
JANUARY 5, 2016**

**FINANCIAL ADMINISTRATION:** A motion was made by Wilkins to tentatively accept the amount of \$ 254,446 seconded by Moore. Vote was taken – all in favor.

**PROPERTY RECORDS:** A motion was made by Chamberlain to tentatively accept the amount of \$ 76,422 seconded by Belletete. Vote was taken – all in favor.

**JUDICIAL & LEGAL:** A motion was made by Moore to tentatively accept the amount of \$ 22,500 seconded by Chamberlain. Vote was taken – all in favor.

**PERSONNEL ADMINISTRATION:** A motion was made by Belletete to tentatively accept the amount of \$ 597,656 seconded by Schaumann. Vote was taken – all in favor.

**PLANNING & ZONING:** A motion was made by Belletete to tentatively accept the amount of \$ 76,803 seconded by Wilkins. Vote was taken – all in favor.

**GENERAL GOVERNMENT BUILDINGS:** A motion was made by Schaumann to tentatively accept the amount of \$ 30,969 seconded by Belletete. Vote was taken – all in favor.

**BUILDING INSPECTION:** A motion was made by Moore to tentatively accept the amount of \$ 70,290 seconded by Schaumann. Vote was taken – all in favor.

**HEALTH:** A motion was made by Schaumann to tentatively accept the amount of \$ 1,857 seconded by Wilkins. Vote was taken – all in favor.

**EMERGENCY MANAGEMENT:** A motion was made by Wilkins to tentatively accept the amount of \$ 56,372 seconded by Chamberlain. Vote was taken – all in favor.

**WELFARE:** A motion was made by Belletete to tentatively accept the amount of \$ 154,534 seconded by Chamberlain. Vote was taken – all in favor.

**PATRIOTIC PURPOSES:** A motion was made by Belletete to tentatively accept the amount of \$ 2,000 seconded by Chamberlain. Vote was taken – all in favor.

**CONSERVATION COMMISSION:** A motion was made by Belletete to tentatively accept the amount of \$ 475 seconded by Wilkins. Vote was taken – all in favor.

**ECONOMIC DEVELOPMENT:** No motion – BudCom requested update on economic development activities in 2015.

**DEBT SERVICE:** A motion was made by Chamberlain to tentatively accept the amount of \$ 459,101 seconded by Schaumann. Vote was taken – all in favor.

**BUDGET COMMITTEE MEETING  
JANUARY 5, 2016**

The Committee then discussed the proposed bond issue for water pipe replacement, and concurred to schedule a meeting for January 19, 2016 to review the Water Division Asset Management Plan and make a determination whether it is appropriate to begin the project in 2016 and if so, the scope, financing and progression of the proposed project.

Motion presented by Chamberlain to adjourn meeting seconded by Moore.

**MEETING ADJOURNED:** 8:41 p.m.

**NEXT MEETING SCHEDULED JANUARY 7, 2016**