

North Hampton Budget Committee
MINUTES
October 28, 2003

Chairman Robbie Robinson called the meeting to order at 7:05 p.m.

Present: Paul Fitzgibbons, Sharon Halle, Homer Johnson, Larry Miller, Robbie Robinson, Peter Simmons, and Cynthia Swank
Absent: Susan Smith, Lloyd Sullivan

1) Review first quarter report - town

Town administrative assistant Jan Facella presented the town expenditure report for the first quarter of FY 2003-04, through Sept 30. Through review and questioning, committee members determined:

The town had expended an extra \$10,000 from the EX-MISC/COMM NEWSLETTER acct to renovate the old town offices. It was suggested that the community newsletter become a separate line item next year.

The TA MISC account was over budget due to vehicle repairs and \$2200 internal investigation.

Planning and Zoning Special Studies was over budget due to a groundwater study and engineering services. However, money received in PZ application fees offsets these expenses but does not show up in the budget.

An assistant to the part-time tax assessor will be hired. Debbie Chase is the part-time deputy tax collector.

Negotiation of police and fire labor contracts is complete, and exceeded its \$2000 budget by \$500.

PZ has over expended circuit rider money and may consider budgeting more for next year.

The large water bill of \$794 is mainly due to irrigation of town property at the bandstand, and a leak. Committee members discussed who should be responsible for the bill.

The \$9000 payment on the North Hampton Forever bond is due in January.

Some money budgeted to social service agencies had not yet been formally requested by the agencies in writing. Cynthia Swank will remind the Visiting Nurses Association.

Recreation dept part-time pay for summer rec should have been booked to the Rec Special Revenue acct, which did not appear on the report.

Dearborn Park capital reserve funds for new playground equipment are still in reserve. Tennis court renovations are complete and paid.

Highway Dept road repairs and paving normally take place in the spring.

In the first quarter, 29% of the town budget was expended.

The \$850,000 warrant article for the new highway dept will lapse if not spent this year.

2) Review of first quarter report - school

Fred Engelbach, SAU 21 Assistant Superintendent for Business, presented copies of the \$9,436.78 check from the New Hampshire Municipal Bond Bank to the North Hampton School District.

The budget committee would like the school's first quarter report in a different format in the future, more like the town's, through the quarter not only to-date, with these columns: budgeted; actual expenditures; expenditures year-to-date; variance or percentage; and amount encumbered. Percentage will be amount remaining vs. amount budgeted.

Fred Engelbach reported that the school budget was on a solid course this year, expenses occurring as anticipated and salaries on track. He updated three amounts on the Expenditure Report: amount remaining in teacher's salaries was \$12,356; special ed teacher salaries amount remaining was the slight over expense of -390.93; guidance salary amount remaining was 0.

The committee also learned:

The associates' budget was over because there were 9 rather than 6 interns.

School board rep Sharon Halle said the student count was roughly 483 and would provide exact numbers for the next meeting. The assistant principal hiring process is underway.

Money not expended up to \$50,000 was dedicated to a capital reserve fund to pay for field improvements. The board has not yet decided whether to attempt to fund the rest of the improvements with a warrant article.

The warrant article funds for door locks have not been spent yet.

The school board is discussing budget cap approval for items over a certain amount, probably between \$1500 to \$5000. Sharon Halle questioned spending \$16000 on computer furniture that was not a dedicated line item.

The budget committee would like, on a separate sheet, information on the school's offsetting revenue like food services.

The school board does not currently sign manifests as a regular part of board meetings.

The SAU 21 budget hearing was scheduled for Wednesday, October 29 for public comment.

Roughly 29% of the year's school budget had been spent in the first quarter.

3) Consideration of minutes 10/15/03

Corrections were made but a vote to approve was postponed till a quorum of members who can vote on the 10/15/03 minutes are present.

4) Discussion of minutes

There was a discussion of approving minutes by email or phone for meetings where minutes are needed soon after but another meeting is not scheduled for many weeks. The chairman will verify. Members were satisfied with the length and detail of minutes.

The recorder will note motions, seconds and votes in bold, with initials of members voting for, against or abstaining. Draft minutes will be posted on the town website with the word DRAFT large and prominent at the top, in part to comply with state law requiring draft minutes be available within 144 hours of a meeting. Copies of minutes will also be available at the town library, with the town clerk, Delores Chase, and with the town administrative assistant, Jan Facella.

Motion to adjourn by Homer Johnson, seconded by Larry Miller, all members approved. Meeting adjourned at 8:45 p.m.

The next meeting is tentatively scheduled for 7 p.m., Thursday, November 6, at the Mary Herbert conference room, to review the proposed school budget.

Respectfully submitted,

Amy Kane
Recorder

Approved 11/6/03