

*Minutes*  
**NORTH HAMPTON BUDGET COMMITTEE**  
*Meeting*  
**Monday, June 20, 2005**

**Attendance**

Attendees: (1) Mary Pat Dolan, Chairman; (2) Don Gould, Selectmen Representative; (3) Paul Marston; (4) Larry Miller; (5) Robbie Robinson; (6) Peter Simmons, LBH Representative; (7) Sue Spencer; (8) Amy Kane, Recording Secretary. Guest: Laurel Pohl, Long Range Planning Committee. Absent: Terry Conklin, Andy Hart

Ms. Dolan called the meeting into session at 6:38 p.m., in the North Hampton School Music Room.

**Items Considered**

**Review minutes of the May 26, 2005 meeting**

**Mr. Gould moved to accept the minutes as amended and Mr. Miller seconded the motion. The vote was 5-0 ( MD, DG, LM, RR, PS), with Mr. Marston not voting. (Ms. Spencer arrived late, at 7:10 p.m.)**

**Correspondence**

Ms. Dolan shared copies of four items with the Committee: (1) excerpts from The Capital Improvements Planning Program Handbook; (2) a letter to the Budget Committee Chairman from State Senator Martha Fuller Clark; (3) an e-mail from former Budget Committee member Cynthia Swank; and (4) "A Rationale for Reform of Community Government and Organization," from town resident Dr. Robert O'Kane.

Mr. Gould said he had responded to Dr. O'Kane on behalf of the selectmen. Ms. Dolan said she would reply on behalf of the Budget Committee. The Committee agreed with Ms. Swank's recommendation to include Action Items in minutes.

**ACTION ITEM:** The Committee would like IT costs presented under one (separate) item in town expenditure reports.

Ms. Dolan said Mr. Conklin was working with the town office on the display of items in the expenditure reports and proposed budgets.

**ACTION ITEM:** Ms. Dolan said that any Committee member who would like to assist Mr. Conklin should contact him.

## **Organization**

**Meeting dates and location:** Ms. Dolan said the next meeting would probably be on August 4, depending on the availability of Little Boar's Head members. Ms. Dolan suggested a standing meeting date, beginning in fall, of the third Wednesday of the month, possibly at the school. She will look into this further.

**ACTION ITEM:** Committee members will inform Ms. Dolan of scheduling issues for September and months thereafter.

**Secretary's role:** Ms. Dolan said that Ms. Kane had announced her resignation, effective in September. Mr. Gould and the selectmen, with Mr. Pardue, the Town Administrator, will be responsible for hiring a replacement. The Committee discussed the use of tape recordings as back up.

**Distribution and Communication:** Ms. Dolan said she will copy and share correspondence as part of meetings.

**ACTION ITEM:** Ms. Dolan asked that members check the Budget Committee mailbox at the town offices, just outside the Mary Herbert Conference Room, for copies of correspondence and minutes, etc.

**Conference call inclusion:** Ms. Spencer had requested this topic be included on the agenda to clarify the procedure. It was noted that a quorum is relatively easy with the Committee's large member group and availability of alternates for the three appointed positions. There was discussion about how and when the decision to include members by conference call would be made.

**Ms. Spencer moved and Mr. Marston seconded the motion not to allow conference call inclusion. *The vote was 6-0 in favor (MD, DG, PM, LM, PS, SS) with Mr. Robinson abstaining.***

## **New Business**

**Municipal law– role of Budget Committee:** At Ms. Dolan's request, Meg Baker sent a binder with information for members on municipal law, the workings of the Budget Committee, technical assistance, etc. Ms. Dolan distributed binders to each member and called members' attention to an excerpt on the Workings of the Budget Committee on pages 12 and 13.

**ACTION ITEM:** Ms. Dolan asked members to review the first two sections in the binder. It will be carried as a Continuing Business item on future agendas for continued discussion.

**Presentation by Laurel Pohl:** Laurel Pohl, member of the Planning Board's Long Range Planning Committee, presented paperwork and an overview and explanation of

tax rate analysis, town revenue analysis, Capital Improvement Plan purposes and objectives, and operating expenses vs. capital expenditures for the Town of North Hampton.

The Committee discussed communication with the community in the form of press releases, the community newsletter, mailings, displays in the town library and offices, and presentations.

The Committee discussed the differences in determining residential vs. commercial valuation, projecting future valuations, and the percentage of town services needed by commercial vs. residential properties. Ms. Dolan asked if the Committee wanted to spend more time reviewing and understanding revenue components and calculations in subsequent meetings and the Committee decided it had enough information at this time.

Ms. Pohl said the Long Range Planning Committee would give a formal presentation in the fall. Ms. Spencer is the Budget Committee representative to the LRPC. Ms. Pohl said the Planning Board is currently reviewing impact fees. The Committee discussed the nature of the fees and several members offered opinions, but it was noted that the decision to impose fees is in the Planning Board's jurisdiction.

Agenda items **Town Budgets– Account definitions and presentations** and **WHS – 2005-2006 Planning** were deferred to a subsequent meeting.

### **Adjournment**

**Mr. Robinson moved and Mr. Marston seconded the motion to adjourn. *The vote was unanimous (7-0).*** The meeting adjourned at 8:38 p.m.

Respectfully submitted,

Amy Kane  
Recording Secretary

These minutes were approved by the Budget Committee on August 4, 2005.