



BUDGET COMMITTEE

Town of Hollis

Seven Monument Square
Hollis, New Hampshire 03049
Tel. 465-2209 FAX 465-3701

Minutes of May 4, 2009

Meeting was held in the Community Room, Hollis Town Hall, and was called to order by Chairman Chris Hyde at 7:05 PM.

Members present: Chris Hyde, Chairman; Mike Harris, Vice Chairman; Bill Beaugard, School Board Representative; Peter Band, Selectman Representative; Tom Jambard, Frank Whittemore, Bob Labednick, Ray Valle

Also present: Paul Calabria, Finance Director; Troy Brown, Town Administrator

Election of Officers: Chairman, Vice-Chairman, Secretary

For the position of Chairman, Frank Whittemore nominated Chris Hyde, and Bill Beaugard seconded it.

- o *Unanimously approved, with Chris abstaining.*

For the position of Vice-Chairman, Bill Beaugard nominated Mike Harris, and Frank Whittemore seconded it.

- o *Unanimously approved, with Mike abstaining.*

For the position of Secretary, Frank Whittemore nominated Tom Jambard, and Mike Harris seconded it.

- o *Unanimously approved, with Tom abstaining.*

Review of Minutes:

The format for minutes was discussed, moving forward. The minutes have been excellent and comprehensive. Troy Brown will check if there is a recommended format for amendments/changes to the Draft. The January 5th minutes will be sent out by Bill Beaugard as an example of summarizing topics with key arguments/issues, motions made and seconded, and the vote.

1. November 25, 2008:

Mike moved to approve the Minutes of November 25, 2008 as amended, and seconded by Peter.
Motion unanimously approved; abstained: 1

2. December 18, 2008:

Mike moved to approve the Minutes of December 18, 2008 as presented, and seconded by Tom.
Motion unanimously approved; abstained: 1

3. January 5, 2008: Minutes will be uploaded to town web site.

Action: Defer and review at next meeting

4. January 13, 2009

Frank moved to approve the Minutes of January 13, 2009 as presented, and seconded by Tom.
Motion unanimously approved; abstained: 3

5. January 15, 2009

Mike moved to approve the Minutes of January 15, 2009 as amended, and seconded by Tom.
Motion unanimously approved; abstained: 2

6. January 27, 2009

Mike moved to approve the Minutes of January 27, 2009 as amended, and seconded by Bob.
Motion unanimously approved; abstained: 3

7. February 10, 2009

Mike moved to approve the Minutes of February 10, 2009 as presented, and seconded by Bob.
Motion unanimously approved; abstained: 2

8. February 11, 2009

Mike moved to approve the minutes of February 11, 2009 as presented, and seconded by Bob. Motion unanimously approved; abstained: 3

Input from Public: None

Town Report

Peter Band indicated that the town expenses for the first quarter are tracking nicely to the budget. For property tax revenues, overdue revenues are lower than anticipated. Paul added that the Town Clerk revenues are just off a little for the first quarter. Paul is preparing a report comparing last year and this year at the same time, and there is no significant impact. At the state level, they are looking at School Aid and the Block Grant (for the town, it is \$190,000) for cost reductions. Paul will keep us updated on progress. Locking in heating oil for the town starts in August.

School Report

Bill Beauregard reported that the Hollis School District is on budget - 65% of budget through the end of March. The April draft came out today.

Review of 2009/10 Budget Adoption Process

The following topics were discussed for the coming year:

- **Budget Process Improvements:** Bill described the need to identify at a glance what is changed from version to version of the budget report by category of expense based on a unique Chart of Accounts for the town. Any new discretionary spending should be prioritized across the town (not within each department) in a single Change Spreadsheet, with a Comment field describing the impact. Once an item is approved, it would then be rolled into the budget as a change. The same principles used in the FTE School Report should be applied for the town also.
 - *Issue:* Can Budget Report by Category and the FTE Report format be accommodated with the current software package? Paul volunteered to investigate and report back to the Committee.
- **Joint Town/School Board Coordination Meeting** – The goal is to bring forward proposals for opportunities to find synergistic savings. A small working group will be established with members from each Board (target timeframe is June). Bill, Peter, and Ray will bring the topic to their respective committees. An agenda needs to be well prepared. Suggested topics are:
 - Specific proposals for fuel, supplies, and health insurance
 - Opportunities for out-sourcing – determine if savings if we contract out services
- **Process for Contracts** – Budget Committee to develop a policy to give to negotiators. A small working group to draft the resolution and bring back to the Committee will be formed, consisting of Mike, Peter, and Bill.
- **Budget Season Calendar** – Develop a philosophy and framework.
- **Review Library Operations/Budget**
- **Prioritized List for Facilities Maintenance** - Paul will work with Troy for May meeting agenda.

Other Business

The May meeting falls on the Memorial Day holiday. The meeting will be moved to June 1st, the following Monday.

Mike moves to adjourn. Seconded by Tom. Motion unanimously approved.

Meeting adjourned at 9:10 pm.

Respectfully submitted,

Donna Drottar, Recording Secretary