

Approved Minutes
Nottingham Budget Committee Meeting
10/17/19

Call to Order

Members Present: Michael Koester (Chair), John Decker (Vice Chair), Karyl Martin, Erin Maskwa, Tim Dabrieo, Lee Lederer, Michelle King
Absent: Sandra Jones, Benjamin Bartlett (Select Board rep), Roslyn Chavda (School Board rep), Beau Robinson
Others: Tom Levielle, Chris Sterndale

Call to Order and Introductions

Town Q3 Financials (Chris Sterndale)

Mr. Sterndale said that he did not know if there would be a BOS rep attending the meeting tonight. He mentioned that Mr. Morin may begin attending as the BC rep for future BC meetings as Mr. Bartlett has work commitments.

Q3 actuals were distributed to the BC. Mr. Sterndale said they are in good shape with this budget. They have spent about 2/3's of the operating budget. They will be under budget for the year. Big budget drivers have been a few projects and personnel. Two policemen are in the academy and the town continues to pay them. There are two vacant career firefighter slots; instead, they are being filled by per diem firefighters. The police cruiser is continuing to be built, and the town may not receive it until after the first of the year. Highway department is fully staffed; they have contractors for the plowing. The shim and seal coat line in the budget is the biggest cost item; most will be spent on Canton Court and South Summer Street. Road reconstruction is continuing on Ledge Farm Road. The entire amount for the warrant article will be spent for Ledge Farm construction and paving. Ms. Martin asked about the old town hall. Mr. Sterndale said they are looking for an electrician. Mr. Dabrieo asked if there would be money left over in the shim and seal line and if that was going to be used for Ledge Farm Road. Mr. Sterndale confirmed that they may be using part of that line for Ledge Farm Road as the Canton Court/South Summer project will not spend that entire line. He expects that the BOS will be asking for more money in March for continued work on Ledge Farm Road. If there is a fund balance this year, perhaps they can use some of that for Ledge Farm Road. Mr. Sterndale said they think they will need another \$600k to finish paving the rest of Ledge Farm Road. They are waiting for the tax rate to be set by the state. Mr. Sterndale said that he has seen the school's financials that were submitted to the state, and he believes the fund balance for the school will be \$300k more than last year which will be returned to taxpayers. This should keep the tax rate flat. For town appropriations, the tax burden went up around \$100k this year. The two things that increased it were the Marston project and the warrant article regarding reducing veterans' taxes; this amounted to \$125,000.

Mr. Sterndale continued: department heads are working on their budgets. Health benefits will go up 7%. Workers comp will go down. Selectmen are going to discuss their budget priorities at Monday's meeting.

Ms. Lederer asked if Marston numbers were in the budget. Mr. Sterndale said it was not in the operating budget but the warrant money is being spent for the work at Marston property. There was some money that was lapsing at the end of this year for the Marston project. The \$100k that was approved in March by warrant article will be spent as well as the \$200k the project already had put aside. There won't be enough left over for backstops, dugouts, etc. and the Marston fundraising group will be fundraising for these items. There are some grants applications pending.

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Ms. Lederer asked about rec updates for after school care program. Mr. Sterndale said they are going to determine by December if they are going to expand. There are still people on a wait list but the rec department is having trouble finding people to hire who want this schedule.

Mr. Koester asked how the budgeting software for the town office was going. Mr. Sterndale said the budget that the BC was reviewing was made from the old system. They are still looking at what product to purchase. They will be looking at the same software as the school's as well as others.

Mr. Koester said the BC would like a way for the budget to be exported to excel so they can manipulate the data. Mr. Sterndale said they are looking for an easy export as well.

Mr. Koester said that Ms. Lederer was told that Mr. Koester said that the only person who could speak with the NHMA's legal team. There was discussion on how to handle this.

Mr. Decker made a motion that the Budget Committee members shall be authorized to have direct access to the NHMA Legal Advisory Service, with the list of members' names submitted to NHMA for that purpose. Any questions for NHMA will be discussed at the BC meetings and the BC will direct that person to take lead on it. Alternatively, if there is something that comes up in between meetings, a budget committee member can contact Mr. Koester or Mr. Decker to obtain permission to contact NHMA. Ms. Lederer seconded. It was approved unanimously.

Mr. Dabrieo asked if they would need to submit this information every year. Mr. Koester said yes.

Mr. Koester said that Mr. Robinson was unable to make it to the meeting.

School Financials & Update

Mr. Koester said he spoke with Ms. Chavda, and there are no updated financials to report so they decided that there was no need for her to attend the meeting.

Ms. Martin asked if they would move to 6:30pm for some upcoming meetings which may be longer meetings. Mr. Dabrieo said Monday Veteran's Day may be an issue with School Board meeting.

Ms. Lederer asked if someone at the town was able to put the BC calendar on the town website.

Ms. Lederer made a motion to approve the BC meeting schedule. Mr. Dabrieo seconded. It was unanimously approved.

Town Updates

Mr. Bartlett was not at the meeting; an alternate BOS member was not at meeting either.

Committee Reports

School Facilities

This has not been scheduled yet. It will be scheduled next Thursday.

School Transportation

There is no update.

Capital Improvement Plan

There is no update.

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Ms. Lederer said she emailed Stephen C. Buckley who is the legal services counsel from NHMA about the fund balance. She read his email to the BC:

“On the question posed by Lee Lederer, she is asking what are the rules governing when appropriated funds must be transferred to the Trustees of Trust Funds for deposit into designated capital reserve funds.

When the town meeting votes to appropriate funds from surplus (fund balance) for a capital reserve fund, the funds must be transferred by the treasurer to the trustees of trust funds within 10 days of the town meeting vote. RSA 35:11. When the town meeting votes to appropriated funds for a capital reserve fund from new taxation, the funds must be transferred by December 15 following the vote in a calendar year town, or, in the case of an optional fiscal year town, after July 1, but no later than June 15, of the fiscal year for which the sum was appropriated. RSA 35:12.”

Minutes Approval

Mr. Dabrieo made a motion to approve the 9/5/19 minutes. Ms. Lederer seconded. It was approved unanimously.

Ms. Lederer made a motion to approve the 10/3/19 minutes. Ms. Martin seconded. It was approved by a vote of 6 with one abstention.

Other

Parting thoughts

Next meeting

The next meeting will be November 14.

Mr. Decker made a motion to adjourn the meeting at 8:07pm. Ms. Martin seconded. It was approved unanimously.