



**BUDGET COMMITTEE**  
**Town of Hollis**  
Seven Monument Square  
Hollis, New Hampshire 03049  
Tel. 465-2209 FAX 465-3701

### **Minutes of June 12, 2012**

Meeting was held in the Community Room, Hollis Town Hall. The Budget Committee was called to order by Tom Gehan at 7:00 PM.

Members present: Tom Gehan, Chris Hyde, Mike Harris, Peter Band, Susan Benz, Tom Jambard, Frank Whittemore

Also present: Deb Padykula - Finance Director, Troy Brown – Town Administrator

Pledge of Allegiance was said.

#### Review / Acceptance of Minutes:

Mike H. moved to accept the minutes of 5/8/12. Tom J. seconded. Vote was unanimous in favor. Minutes were accepted.

#### Reports:

Schools – In the absence of the school board rep., Mike H. discussed a few items that had been received concerning the contract negotiations and end-of-year estimates from Eric Horton, the SAU41 Business Administrator. The BudCom was very satisfied with the \$12K in additional expenditures requested by the school district, this being a lower number than in prior years. The new live web-streaming capability for the school and SAU meetings was discussed. Troy B. mentioned that he is researching it for use with Town Hall meetings as well.

Town – Deb P. stated that expenditures are looking good. Legal is the only area of concern at this time, currently sitting at approximately 50% of the annual budget. Otherwise, revenues and expenditures are on track with expectations.

Peter B. stated that negotiations are now underway with the newly formed union.

#### New Business:

Troy B. gave a discussion of his anticipated timeline for the budget process for the 2013 budget. The proposed schedule moves certain deadlines up by one week, which will allow additional time in February to accommodate preparation of the town report and possibly allow for additional meetings, if necessary. It was mentioned that final drafts of union contracts need to be available to the BudComm no less than one week prior to the public hearing. Chris H. moved that the collective bargaining agreement, in final ratified form, shall be available to the BudCom for review by Tuesday January 29, 2013. Frank W. seconded. All voted in favor. Motion passed unanimously.

## Budget Committee Minutes June 12, 2012

### 2013 Budget Guidance:

BudCom shall provide preliminary budget guidance recommendations in September, and the finalized numbers will be out at the October meeting (town side). The school district numbers would be one month later due to enrollment data availability.

### Contingency line in town budget:

In order to comply with RSA's, no "contingency" line will be allowed in the town budget. Contingencies shall be set up as separate trust funds, which should have their own purpose and must be renewed annually.

Peter B. suggested the town set up one or more funds for the purpose of contingency. Much discussion centered around how best to achieve this so that all potential needs would be covered.

Chris H. suggested requesting that our Representatives put forward a bill to amend the RSA. Troy B. agreed to draft a letter from the Board of Selectmen to the local Reps. on this matter.

No further decision was made regarding contingency trust funds.

### Road Maintenance Fund:

Tom G. suggested that a fund for road maintenance should be set up to ensure that town roads are not neglected in times of flat budget. This would be different from a line item in the budget in that it could not be tapped into for other needs. Troy B. suggested a non-lapsing revolving fund. Mike H. requested that Troy B. draft a warrant article for town meeting, to establish some sort of highway trust fund.

Chris H. asked whether anything is being done to follow up on the energy study, which revealed significant heat loss on one side of the Library building. Troy B. stated that no specific action plan has been created as yet. Troy B. will notify the BudCom when the reports are to be presented to the Selectmen.

Tom G. asked whether there had been any discussion by the selectmen on major building or capital improvements. Peter B. stated that there will be talk of doing something about the Town Hall exterior. Ballpark cost estimates range from \$350K to \$450K. The HVAC unit at the police department is also an ongoing issue. Depending on the results of the energy audit, other projects may very well be added to the list.

Chris H. asked Deb to inquire with the NH Bond Bank regarding up front costs on a low-end bond.

The Committee agreed to skip the July meeting.

Next regular BudCom meeting: Tuesday August 14.

Motion to adjourn was made by Peter B. Tom J. seconded. Meeting was adjourned at 8:35 pm.

Respectfully submitted,

Barbara Kowalski, Tax Collector