



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

**Minutes of December 8, 2009**

Meeting was held in the Community Room, Hollis Town Hall. The Budget Committee was called to order by Chairman Chris Hyde at 6:15 PM.

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

Also present: Frank Cadwell, Selectman, Paul Calabria, Finance Director; Gaye Kulvete, Library Director, Russell Ux, Police Chief, Jeff Babel, DPW Director, Rick Towne, Fire Chief, Bob Bartis, Chairman of the Library Trustees, (Bob arrived at 6:25), Vahrij Manoukian, Chairman-Board of Selectman (Vahrij joined the meeting at 7:27)

Chris detailed upcoming HSD, Co-op and HB school meetings.

Peter introduced the Town of Hollis staff present.

Peter read opening comments. The Town of Hollis met the BudComm Guidance request for level-funded budgets.

**Presentation of Town Budget:**

Rick detailed the process of putting together the Fire budget and the difficulties of maintaining a level-funded budget. Tom commended Rick on the recent sale of the \$10,000 retired Tanker.

Russ detailed his process of formulating the Police budget. Any further cut would result in a lay-off at the HPD. The lay-off of the SRO would only result in minimal savings. The unsworn PT employee shops diligently for office savings. Bill asked if the SRO responds to town-wide emergencies. Russ explained that in extreme emergencies, the SRO will be pulled from the school. To reduce one officer, Russ would have to cut one shift per day. Chris asked about the Brookline Communications agreement. Russ and Peter explained that it was about a 2% increase. Tom asked about the leased motorcycle.

Gaye and Bob discussed the process of building the Library budget. The 5% exercise completed in August was not supported by the Library Trustees as a whole. A flat budget keeps a consistent level of services at the Library. Gaye described the utilization of services at the Library by the residents of Hollis and surrounding communities. Chris asked if the entire budget is flat. Gaye responded in the affirmative. Bill asked for Gaye's summary to share with the school.

Jeff described his budgeting process, and further detailed the cuts to his 2010 budget and the expected surpluses in his 2009 budget. Jeff stated that any further cuts would be detrimental to the operations of the DPW. Tom asked about the Fuel and Gasoline savings. Chris asked Jeff what projects will not be completed, the answer being none. Peter detailed the long-term road surface management plan, at a cost of \$3,000,000. Chris asked about the life of a road. Jeff explained that a completely built new road should last 20 years before a new surface would be needed. Simple maintenance measures would result in a reduced life expectancy before further repairs. Bill asked if we shouldn't spend a good portion of the \$3M now to save money down the road. Mike suggested the best way might be to prioritize. Peter stated that that is the view of the BOS. Jeff stated that there is a given 6% deterioration rate on a road each year. Paul detailed the strides that the BOS has made to increase the Road Rebuilding account and still meet the Budget Committee guideline. Tom asked about the cost of dirt roads. Jeff stated that it costs about 3 times more to maintain a dirt road.

Chris asked about Encumbrances. Paul stated that Encumbrances will be presented to the BOS on December 14. If approved they will only be booked if funds are available when the books are closed in mid-January.

Peter detailed the voluntary recycling movement.

Bob asked about the replacement officer.

Bill asked about the FTE report and the Other category.

The department heads are dismissed by the Budget Committee.

Frank left at 7:30 p.m.

Jim Belanger, Asked about the Website.  
Capital Reserves and Department.  
Contingency

Paul responded that the Website issues were addressed immediately after receiving the e-mail.

Paul reminded the BudComm that the Capital Reserves are fully audited and monthly balances are available at any time. Chris expressed his concern over lack of control.

Paul detailed the utilization of the Contingency budget line item. Mr. Belanger had noted that there wasn't anything spent from this line item. Paul explained that any amounts voted from this line must be approved by the BOS. The approved amounts are then spent on the appropriate line, as per DRA mandate, with the Contingency line remaining intact. The Finance office maintains a spreadsheet that tracks Contingency expenditures.

#### **Warrant Articles:**

##### **#1) Official Reports**

##### **#2) Town Hall Architectural Design & Minor Renovation Bond**

Support for this W/A varies among the members of the BOS. The BudComm generally feels that partial repairs would end up being redone during a full renovation, thereby wasting taxpayer's money. Peter stated that the roof eaves need reinforcing, anything less would be a waste since the roofing tiles need to be replaced. Peter requested all of the appropriate documents for the BudComm review so that the BudComm may make an informed decision. Ray asked if the Town of Hollis has an increased liability since there are now reports on file stating the urgent repairs that are needed. Peter indicated that the building has not been "red-flagged". Chris relayed the needs of the whole town in regards to the mold issue at HUES. Bill asked about the building's efficiency. Peter stated that there is an ongoing energy audit and that we've received a donation for energy efficient windows at the Town Hall. Ray stated that the 2011 impact should be part of the W/A. (\$65,000 2011 impact-\$35,000 principle)

##### **#3) Operating Budget**

##### **#4) Expendable Trust Funds**

##### **#5) Special Revenue Funds**

These have no impact on the tax rate.

##### **#6) Flint Pond Restoration Capital Reserve**

##### **#7) Establish Lawrence Barn Community Center Capital Reserve Fund**

Ray commented that we have too many Capital Reserves and Special Revenues. The Town is losing control over these expenditures and revenues.

##### **#8) Discontinuance of Capital Reserve Funds**

Peter stated that this is a housekeeping W/A; these are still open at the DRA although they have zero balances.

**11-24-09 Minutes** - Motion by Frank, Peter 2<sup>nd</sup>, Bill proposed the amendment that the mold amount was \$206,000 not \$187,000. The motion was approved as amended. One abstention: Chris Hyde

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Chris stated that the BudComm needs the BOS' priority for what further cuts would be made to meet the additional 2%. Paul gave available dates for the Town Hall walk-through related to W/A #2.

Motion to adjourn was made by Tom and seconded by Mike. Meeting adjourned: 8:24 p.m.

Respectfully submitted,  
Barbara Kowalski, Tax Collector  
Paul Calabria, Finance Officer