



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

**Minutes of December 9, 2013**

Meeting was held in the Community Room, Hollis Town Hall. The Budget Committee was called to order by Tom Gehan at 7:01 PM.

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

Others present: Frank Cadwell – Selectman, Deb Padykula – Finance Officer, Troy Brown – Town Administrator, Jay Sartell – Police Chief, Rick Towne – Fire Chief, Tom Bayrd – DPW Director, Dawn Desaulniers – IT Director, Vahrij Manoukian – Selectman (arrived at 8:25)

Via telephone – Mark LeDoux – Selectman (signed off at 8:20)

Pledge of Allegiance was recited.

**Town Report:**

Peter B. stated that the preliminary budget is \$11K under guidance. Deb P. discussed the 2013 financials as they currently stand. She expects several areas to come in under budget for the year, with the anticipated total surplus to be between \$300K and \$400K. NH Retirement should be \$30K under budget, Health Insurance approximately \$50K under, Management Services could have \$7K left, worker's Comp. should have \$25K left over. Additionally, the DPW budget should finish the year with a surplus. Deb P. circulated a list of projects to be encumbered from the 2013 budget. Troy B. stated that these items have been on the Capital Improvement Project list for 2014, so doing them as encumbrances takes some pressure off that budget line.

Deb P. also mentioned that revenues have been strong, with Land Use Change Tax coming in over \$300K. Mike H. asked how much is left over from the Town Hall exterior renovation project. Troy B. stated that, allowing for the cost of storm windows on the 2<sup>nd</sup> floor, he anticipates having \$25K remaining.

**1<sup>st</sup> review of FY14 budget**

Deb P. reviewed the proposed Operating Budget of \$9,194,270, which is down \$76K from 2013. She pointed out the significant areas of variation, both up and down.

Jay S., Police Chief, gave a discussion of the justification for a 15<sup>th</sup> police officer.

Tom G. asked about the status of the road rebuilding budget. Frank C. stated that the number should be \$500 to \$600K, but that there is a lot of catching up to do. Tom B. discussed costs for repairing and repaving a few select roads as an example. Chris H. asked for an inventory of roads in order of deterioration. Frank W. suggested bonding the road paving work in order to get caught up. Peter B. reiterated the need for a quantified list of the road maintenance costs, prioritized town-wide, available for the next BudCom meeting. It will be assumed that \$100K will be encumbered from funds remaining in the 2013 budget.

**Warrant Articles**

Deb P. reviewed the list of proposed warrant articles. In response to the truck lease-purchase articles, Chris H. asked for an inventory of the current equipment owned by the DPW. Peter B. advised the BudCom members to visit the DPW facility and view the condition of the equipment first-hand.

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Deb P. discussed the final slide, which showed an estimate of the effect of the total proposed articles on the tax rate. Chris H. asked to see the calculation done using a full year's lease cost for the DPW equipment. Deb P. mentioned that it is proposed to use some of the unassigned fund balance to lower the tax rate. Otherwise the unassigned fund balance could exceed the target of \$2MM by year's end. Tom G. asked Deb P. to provide, in the form of an email, the financial accounting for the current estimated fund balance.

Motion to adjourn was made by Mike H. Peter B. seconded. Meeting was adjourned at 9:47 PM.

Respectfully submitted,

Barbara Kowalski, Tax Collector