



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

Minutes of August 13, 2013

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

Members present: Tom Gehan, Peter Band, Mike Harris, Chris Hyde, Tom Jambard, Susan Benz, Frank Whittemore, Rosemary Mezzocchi, Hollis School Board Rep.
Others present: Deb Padykula – Town Finance Officer, Eric Horton – SAU41 Business Administrator

Pledge of Allegiance was said.

APPROVAL OF MINUTES:

Mike H. moved to accept the minutes of 6/11/13. Tom J. seconded. Motion passed unanimously, with Chris H. abstaining. Minutes were accepted.

Mike H. moved to accept the minutes of 7/22/13. Chris H. seconded. Motion passed unanimously, with Rosemary Mezzocchi abstaining. Minutes were accepted.

TOWN REPORT:

Deb P. briefly touched on highlights from the last month's financial report. No significant changes since the July meeting. Everything is tracking well, with the possible exception of Police and Communications overtime budgets.

The annual financial audit is nearly complete. A draft report is expected within the week.

Deb P. stated that she has been investigating bond refinancing and has found helpful information on the Moody's website. A significant amount of preparation is required to carry forward with this effort, involving data gathering on both the town and school side. She plans to chip away at it over the next several months, while keeping an eye on interest rates.

Peter B. mentioned that the Town Hall exterior project has begun and things are progressing well so far. He also stated that the position of Deputy Town Clerk has been filled. The search for a DPW Director is ongoing. Peter B. said that an unanticipated \$10K would be required for mold remediation at the Farley Building. He also mentioned that there has been discussion regarding staffing levels at the Police Department. Chief Sartell spoke with Selectmen, and will be invited to the September BudCom meeting to discuss his staffing needs.

Deb Padykula cited an anticipated extraordinary expense of approximately \$60K for increased NH Retirement System costs and would like the BudCom to consider excluding this cost from the FY14 budget.

Tom G. asked whether an up-to-date Capital Improvement Plan would be available by the September meeting. Peter B. said that should not be a problem.

SCHOOL REPORT:

Rosemary M. stated that the school board has agreed to continue participation in the SAU governing board. An SAU policy committee has been formed to work on certain issues.

Budget Committee Minutes August 13, 2013

Chris H. mentioned a new policy regarding tuitioning in out-of-district students that was recently approved by the Hollis School Board. The BudCom expressed concern with this on several levels. Mike H. suggested that if this policy remains in place by the time of the annual school district meeting, the Budget Committee should sponsor an article to rescind it.

Eric H. stated that there is an ongoing review of property and liability insurance coverage for the district. This is expected to take approximately six months. Eric H. is also considering a mid-year shift of dental benefits, which could result in a cost savings of \$17K.

Eric H. stated that their financial audit is currently underway and should be wrapped up shortly. Chris H. asked Rosemary M. to inform the BudCom when the School Board intends to review the audit, so that members of the BudCom can attend if they wish.

Eric H. said that the budget allowed for one Special Ed. out-of-district placement, and now there are three. They will be looking for places in the budget that can be trimmed to help absorb this unanticipated cost.

In looking forward to potential larger projects, Eric H. suggested topcoat paving of Drury Lane. He had a preliminary estimate of \$30K.

Chris H. asked about the status of the water line leakage. Eric H. stated that the section of line on Rocky Pond Road had been replaced, and that has eliminated the worst of the leaks. The next focus will be on the lines, which run up to HUES and HPS.

Chris H. then asked for information on fund expenditures for FY13. Eric H. spent some time discussing the end of year financials.

TENTATIVE MEETING CALENDAR:

Tom G. discussed the meeting schedule for the upcoming budget cycle. Chris H. made a motion to suggest that the COOP District hold their annual meeting during the week of March 24th. Peter B. seconded. All voted in favor, with Frank W. abstaining.

Tom G. mentioned that February 4 would be the deadline to have cost items to the BudCom for review and approval. This includes collective bargaining agreements. There is some complication with the dates of the public hearings, the number of collective bargaining agreements to be settled this year, and ensuring that the BudCom has sufficient time to review and deliberate. The BudCom added a meeting to the proposed schedule for the purpose of discussing collective bargaining agreements. The date will be February 3^d, and should be a joint meeting with the Selectmen and School Board. Final ratified contract language is due to the BudCom by January 27th.

It was decided to move the school district public hearing from Monday Feb. 3^d to Wednesday Feb. 5th.

NON-PUBLIC SESSION:

MOVED by Mike Harris seconded by Chris Hyde that the BudCom enter NON-public session in accordance with RSA 91-A: 3, II (c) reputation. Voting in favor of the motion were Harris, Band, Hyde, Gehan, Benz, Whittemore, Mezzocchi, and Jambard. No one was opposed. The motion PASSED by roll call vote 8-0-0.

The BudCom entered non-public session at 8:54PM.

CONCLUSION OF NON-PUBLIC SESSION:

MOVED by Mike Harris seconded by Susan Benz that the BudCom come out of NON-public session in accordance with RSA 91-A: 3, II (c) reputation. Voting in favor of the motion were Harris, Band, Hyde, Gehan, Benz, Whittemore, Mezzocchi, and Jambard. No one was opposed. The motion PASSED by roll call vote 8-0-0.

The BudCom returned to public session at 9:25PM.

Budget Committee Minutes August 13, 2013

REQUEST FOR FINANCIAL INFORMATION FROM THE HOLLIS SCHOOL BOARD:

MOVED by Peter Band seconded by Chris Hyde that the BudCom Chair make a written request for financial information from the Hollis School Board under the New Hampshire Municipal Budget Law (RSA 32:16, II) that authorizes Budget Committees to “confer with the governing body or bodies and with other officers, department heads and other officials, relative to estimated costs, revenues anticipated, and services performed to the extent deemed necessary by the budget committee. It shall be the duty of all such officers and other persons to furnish such pertinent information to the budget committee.”

Tom G. discussed a tentative list of items that would be included in the request:

1. List of suits that have been filed to which the Hollis School District (HSD), or any Hollis School Board (HSB) member acting in an official capacity, is a party.
2. Any unfiled or potential litigation or settlements of which the HSD is aware and in which there is a reasonable possibility of the HSD having to pay a financial settlement.
3. Any potential litigation or settlements of which the HSD is aware that may not result in a financial settlement but will require expenditure of HSD funds for legal fees.
4. Best estimates for timing of resolution of each matter.
5. Best estimates for financial settlements to be paid by the HSD in each matter.
6. Best estimates for legal expenses related to each matter.
7. Details of any liability insurance held by the HSD that may be used to pay any financial settlements, e.g. deductibles, payout caps per incident, total payout cap, etc.

Voting in favor of the motion were Harris, Band, Hyde, Gehan, Benz, Whittemore, Mezzocchi, and Jambard. No one was opposed. The motion PASSED 8-0-0.

NON-PUBLIC SESSION MEETING MINUTES SEALED:

MOVED by Chris Hyde seconded by Susan Benz that the BudCom seal the minutes of the NON-public session in accordance with RSA 91-A: 3, III. Voting in favor of the motion were Harris, Band, Hyde, Gehan, Benz, Whittemore, Mezzocchi, and Jambard. No one was opposed. The motion PASSED by roll call vote 8-0-0.

Motion to adjourn was made by Mike Harris seconded by Rosemary Mezzocchi. Motion passed unanimously.

Meeting was adjourned at 9:30PM.

Respectfully submitted,

Barbara Kowalski, Tax Collector