



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

Minutes of April 9, 2019

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 Leavitt; Tom Jambard; Tammy Fareed, School Board Representative; Darlene Mann; Susan Benz, Select Board Representative

Members not present: Mike Harris (excused absence)

Others present: Kelly Sealy, SAU41 Business Administrator; Rachael Gosselin, Finance Officer

Pledge of Allegiance was recited.

Election of Budget Committee Officers

Tammy Fareed nominated Tom Gehan for Budget Committee Chairman, seconded by Mike Leavitt.

Voting in favor of the motion were Chris Hyde, Tom Jambard, Mike Leavitt, Tammy Fareed, Darlene Mann, Susan Benz. Tom Gehan abstained. The motion PASSED 6-0-1.

Chris Hyde nominated Mike Harris for Budget Committee Vice Chairman, seconded by Mike Leavitt.

Voting in favor of the motion were Tom Gehan, Chris Hyde, Tom Jambard, Mike Leavitt, Tammy Fareed, Darlene Mann, Susan Benz. The motion PASSED 7-0-0.

Tom Jambard nominated Mike Leavitt for Budget Committee Secretary, seconded by Chris Hyde.

Voting in favor of the motion were Tom Gehan, Chris Hyde, Tom Jambard, Tammy Fareed, Darlene Mann, Susan Benz. Mike Leavitt abstained. The motion PASSED 6-0-1.

Schedule Reminder

Tom Gehan reminded the board that there will be no Budget Committee Meeting in August.

Review/Acceptance of Meeting Minutes

January 29, 2019 Draft Budget Committee Minutes

Tammy Fareed moved to accept as presented, seconded by Chris Hyde.

Voting in favor of the motion were Tom Gehan, Chris Hyde, Tom Jambard, Mike Leavitt, Tammy Fareed, Darlene Mann. Susan Benz abstained. The motion PASSED 6-0-1.

February 4, 2019 Draft Budget Committee Minutes- Town of Hollis Public Hearing

Tammy Fareed moved to accept as presented, seconded by Chris Hyde.

Voting in favor of the motion were Tom Gehan, Chris Hyde, Tom Jambard, Mike Leavitt, Tammy Fareed, Darlene Mann. Susan Benz abstained. The motion PASSED 6-0-1.

February 5, 2019 Draft Budget Committee Minutes- Hollis School District Public Hearing

Tammy Fareed moved to accept the minutes with the following amendment to page 2, line 28,

"T. Fareed explained it is a negotiation tool; Sanbornization secured valuable gains for the district and is adds value to the district by making it more desirable to employees who would like to have a longer term contract."

Seconded by Chris Hyde.

Voting in favor of the motion were Tom Gehan, Chris Hyde, Tom Jambard, Mike Leavitt, Tammy Fareed, Darlene Mann. Susan Benz abstained. The motion PASSED 6-0-1.

Budget Committee Minutes April 9, 2019

Town Report

S. Benz gave a synopsis of the events of the Selectmen's Meeting of 4/8/2019; including the promotion of Brendan LaFlamme to the rank of Captain with the Hollis Police Department, and the retirement of Dianne West after 35 years with the Hollis Police Department.

A Memorial Day Ceremony will be held at 5pm, at which late Selectman Vahrij Manoukian will be honored with a new flagpole dedication and a plaque.

T. Gehan introduced Rachael Gosselin as the new Town Finance Officer.

School Report

T. Fareed presented School District Revenue and Expense Reports to the board.

K. Sealy said that the retained fund balance is traditionally funded at \$152k, as of March they can fund \$61k of that number. Cited unexpected energy and health insurance costs as factors for the difference in balance. Added that they will have a report next month with historical information. Analysis will continue to try to determine what is causing the spikes resulting in energy demand charges.

T. Fareed explained that actual data loggers are being installed in multiple parts of the two buildings to capture a better energy consumption picture.

T. Fareed advised that a new contract was signed with Hollis Transportation.

Debrief of Recent Budget Cycle and Proposed Areas of Focus for Coming Year

Land Acquisition / Real Estate Articles

T. Fareed clarified statements that she made at Town Meeting regarding the Budget Committee's role in relation to the warrant article process.

T. Gehan provided context as to why the Budget Committee did not take a position on a warrant article.

C. Hyde, S. Benz and T. Gehan discussed the current process for land acquisition and real estate articles.

S. Benz agreed to take action to see exactly what the current procedure is.

T. Jambard requested that *S. Benz* keep the board apprised of where the town stands with the USDA grant on the Howe Property.

S. Benz advised they are resubmitting all of the paperwork because the USDA previously misfiled it. The Town Administrator is resubmitting it now and they should hear around August.

C. Hyde, D. Mann, S. Benz, T. Fareed and T. Jambard discussed the land conservation threshold that the town is trying to achieve, the different perspectives of, and approaches to, conserving land that came up during budget season.

Hollis School District Capital Improvement Plan

T. Gehan said that upon review of the CIP this budget cycle, they uncovered substantial expenditures programmed over the next few years for the school district. Asked *T. Fareed, K. Sealy*, and the School Board to start vetting those projects to figure out if they can aggregate those and look at funding options for them.

Considerations for Potential Dirt-Road Paving

S. Benz, D. Mann and T. Gehan discussed a previously approved warrant article that stated the town was not to pave any existing unpaved roads.

C. Hyde recommended the Board of Selectmen get legal advice on how to move forward due to the past vote.

Board members discussed the need for a plan for the dirt roads in town, the real cost of dirt road versus paved road maintenance, and the advantage of posting the roads for weight to cut down on wear.

Other

Budget Committee Minutes April 9, 2019

T. Jambard raised concerns about the cost of living index and percentage increases. Discussed the need for doing a more detailed review and seeing more justification of expenses.

T. Jambard and *T. Fareed* discussed contracted services and reviewing current contracted services to find out what process is more cost effective.

T. Gehan cited a rolling stock inventory document for DPW and discussed converting inventory into a multi-year Gantt chart or CIP. Would like to see an annualized expense for maintaining the rolling stock indefinitely.

Board members discussed visibility about big projects for the school district, school growth rates and alignment with the COOP process.

Adjournment

MOVED by Mike Leavitt, seconded by Tom Jambard that the Budget Committee adjourn the meeting. Voting in favor of the motion were Tom Gehan, Chris Hyde, Tom Jambard, Mike Leavitt, Tammy Fareed, Darlene Mann, Susan Benz. The motion PASSED 7-0-0.

Meeting adjourned at 8:16pm

Respectfully submitted,

Camila Devlin, Tax Collector