



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

**Minutes of September 10, 2019**

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, Chairman; Mike Harris, Vice Chairman; Darlene Mann; Chris Hyde; Tom Jambard; Mike Leavitt; Carryl Roy, School Board Representative

**Members not present:** Susan Benz, Select Board Representative, excused absence

**Others present:** Rachael Gosselin, Finance Officer; Andy Corey, SAU41 Superintendent; Kelly Sealy, SAU41 Business Administrator

Pledge of Allegiance was recited.

**Review/Acceptance of Meeting Minutes**

July 9, 2019 Draft Budget Committee Minutes

*MOVED by Mike Harris to accept the minutes as presented, seconded by Darlene Mann. Voting in favor of the motion were Tom Gehan, Mike Harris, Chris Hyde, Tom Jambard, Mike Leavitt, Carryl Roy. Darlene Mann abstained. The motion PASSED 6-0-1.*

**Public Input**

*Paul Miller (Farm Pond Ln)*, inquired as to whether the undesignated fund balance was going to be addressed in this meeting.

*T. Gehan* said it will come up in the meeting.

**Town Report**

*R. Gosselin* presented revenue and expense reports to the board. As of 8/31/19 revenues are 62% collected and expenses are 61% expended.

- Town has been working on Capital Leases of the vehicles that were approved at Town Meeting. The Fire Truck and Dump truck are complete with a 2.263% interest rate.
- Current Use income from Jan-April was \$128k, which went to the Town. Current Use income from May-Aug was \$268k and has been transferred to Conservation.
- Building Department is requesting to purchase a new pick-up truck, estimated cost of \$26-30k.
- Town has received \$1,011 in donations for the Lawrence Barn in memory of Janet Lawrence.

Questions and discussion from *C. Hyde, T. Gehan, M. Harris, T. Jambard, and D. Mann.*

*T. Gehan* presented information provided to him by Mark LeDoux, Select Board Representative.

- Town faces liability on utility pole property assessments, which it is currently in litigation.
- Current estimated year end fund balance is \$4.2mil.

Board members discussed the unassigned fund balance, tax rate and future budgeting needs.

**School Report**

***Capital Projects: Potential aggregation and bonding***

## Budget Committee Minutes September 10, 2019

A. Corey provided detailed information on the proposed rehabilitation of the SAU Offices and Barn. Estimated they will have drawings and a concrete estimate by October. Described differences in renovation options and code requirements at the request of the board.

### **HSTEP 2**

A. Corey explained that they looked at elements that were either energy inefficiencies or items that cannot be managed at their level of expertise. Provided the board with a spreadsheet that captures all potential HSTEP items. Explained that the next step is to get concrete numbers and move forward with the bond process. Provided the board with an in-depth list of all items that are included in the preliminary HSTEP 2 Proposal.

C. Hyde, C. Roy, D. Mann, T. Gehan, and A. Corey discussed different elements of consideration with HSTEP 2, including financing and bond option information.

The architect and engineer involved in the project will be presenting to the School Board at the October meeting.

T. Gehan suggested Budget Committee presence at the School Board meeting to engender conversation between the two bodies.

### **Revenue and Expense Reports**

K. Sealy stated this is typically done quarterly until the end of the year.

A. Corey suggested Bob Mann and/or Amy Kellner, of the School Board, come give the Budget Committee an update with Medicaid changes to address any potential revenue loss in future years.

### **Revised Estimate of HSTEP Savings**

K. Sealy distributed a document detailing estimated HSTEP savings to the board members.

T. Gehan, K. Sealy, and C. Hyde discussed savings expectations and realities.

### **Update on Electrical Demand Charge Analysis**

K. Sealy provided the board with information updates and recommendations provided by Eric Ryherd, Chairman of the Hollis Energy Committee.

T. Gehan requested that board members send him their questions and he will aggregate them.

Fiscal Year 2019 yearend financial update will be at the October Budget Committee meeting.

### **New business/Other**

#### **Collective Bargaining Agreement (CBA) Timeline**

Prior to the meeting, T. Gehan distributed a boilerplate PDF document to board members with tentative Collective Bargaining Agreement timeline dates. Proposed that the board take a vote on formally requesting that the Select Board provide the Budget Committee ratified copies of the CBA's by Jan 21, 2020. A meeting has been scheduled for January 28, 2020 to discuss CBA's, as the deadline for CBA's per RSA is Feb 4<sup>th</sup>.

*MOVED by Mike Harris to request the Select Board provide the Budget Committee with the final Collective Bargaining Agreements for the two Unions by Jan 21, 2020. Seconded by C Hyde. Voting in favor of the motion were Tom Gehan, Mike Harris, Darlene Mann, Chris Hyde, Tom Jambard, Mike Leavitt, Carryl Roy. The motion PASSED 7-0-0.*

#### **Review of 2019-2020 Budget Cycle Meeting Schedule**

T. Gehan distributed an updated excel schedule to board members prior to the meeting.

Proposed the following dates for public hearings:

Monday, February 10, 2020- Town (*Alternate date of February 12<sup>th</sup>*)

Tuesday, February 11, 2020- Schools (*Alternate date of February 13<sup>th</sup>*)

### **Adjournment**

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*MOVED by Mike Harris, seconded by Darlene Mann that the Budget Committee adjourn the meeting. Voting in favor of the motion were Tom Gehan, Mike Harris, Darlene Mann, Chris Hyde, Tom Jambard, Mike Leavitt, Carryl Roy. The motion PASSED 7-0-0.*

Meeting adjourned at 8:37pm

Respectfully submitted,

Camila Devlin, Tax Collector