



## *Budget Committee Draft Minutes*

Monday, August 1, 2016 7:00pm Town Hall

### 1. Call to Order/Pledge of Allegiance;

Chair Schmitz called the meeting to order at 7:00PM. Those in attendance were Rick Stanton, Dickie Garnett, James Sununu, John Anthony Simmons, Chuck Gallant, Kathleen Kilgore, Anne Ambrogi and Jonathan Pinette.

Chair Schmitz led the Pledge of Allegiance.

Selectman Stanton recognized the passing of former Budget Committee and Capital Improvements Committee member David O'Heir.

### 2. Little Boar's Head Budget – Dickie Garnett

Mr. Garnett gave an overview of the FY16 Little Boar's Head budget, noting their end of year is September 30. The commissioners are predicting finishing the year with \$200 left in the budget after a pending legal invoice for \$2,000 has been paid.

Mr. Garnett noted building permit fees have increased this year and predicts the year will finish with approximately \$6,000 in revenue.

Mr. Garnett stated the requested Little Boar's Head budget for FY17 is \$32,400.

**Motion by Selectman Stanton to accept the Little Boar's Head budget for FY17 in the amount of \$32,400. Seconded by Mrs. Ambrogi. Motion carries 9-0.**

### 3. Rules of Procedure – John Anthony Simmons

Mr. Simmons stated he asked to have Rules of Procedure adopted for the Budget Committee as there are currently none.

Mr. Simmons stated he took a copy of the Select Board's Rules of Procedures and made minor changes to the Town Administrator role and changed it to the "Presiding Officer."

Chair Schmitz asked if other members would like to table this item until after attending the budget workshop on September 20.

Mr. Simmons continued his overview of the document, stating he would like to formalize how information is sought and how it flows through departments, and would not like the item tabled.

Mrs. Ambrogi stated she didn't have anything to compare the document to as she isn't familiar with the informal procedures that have been used in the past.

Mr. Pinette noted he liked the way the meetings have been run in the past as did Selectman Stanton.

Chair Schmitz stated she wished to be clear that the job of the Budget Committee is to ask questions to the Town and School, but it is not their job to go line by line of each item; that is the job of the Select Board and the School Board.

Chair Schmitz also stated she did not support individual members going to department heads or school personnel for information.

Chair Schmitz stated she would like meetings to end by 9:30 PM unless there was something the committee felt could be wrapped up quickly after that time. She further commented she would like to have everyone on the committee's opinion heard, not just those with the strongest voice.

Mr. Sununu stated information is always distributed in plenty of time before meetings. He further stated there is at least three periods of time to ask questions.

Mr. Sununu stated the only time the process hasn't worked is when people have come to meetings unprepared and haven't read any of the information and then try to delve into the information and ask questions at the meeting.

84 Mr. Simmons stated his intention was to continue to have information flow  
85 through the Chair and was not wanting to change that.  
86

87 **Motion by Mr. Gallant to table this item until the next Budget Committee**  
88 **meeting. Seconded by Mr. Sununu.**  
89

90 **Discussion:**

91 **Mr. Simmons stated he would like feedback on what members feel**  
92 **needs to be worked on.**  
93

94 **Mr. Sununu stated he is comfortable with the way things have always**  
95 **been done by consensus of the committee, and that there is no need to**  
96 **adopt written rules.**  
97

98 **Mr. Garnett stated managing the meeting is the job of the Chair, and he**  
99 **sees the proposed rules as micromanaging.**  
100

101 **Mrs. Ambrogi and Mr. Garnett suggested writing down general rules**  
102 **that are currently being done.**  
103

104 **Mrs. Kilgore asked if a draft of the informal procedures would be**  
105 **available.**  
106

107 **Chair Schmitz stated she would work with Mr. Simmons and send out a**  
108 **draft to the members prior to the next meeting.**  
109

110 **Motion carries 3-0.**  
111

112 Mr. Garnett stated he had found it useful to have liaisons to departments.  
113

114 Selectman Stanton stated he had also found it helpful when he was a new  
115 member of the Budget Committee.  
116

117 Chair Schmitz stated the committee already has liaisons; Selectman Stanton  
118 and Mr. Sununu. She further stated it is not the Budget Committee's job to  
119 "deep dive" into the budget.  
120

121 Town Administrator Apple stated staff makes sure new members of the  
122 committee have as much information as possible. He encouraged members  
123 to attend the Select Board workshops where the budgets are developed.  
124

125  
126  
127 4. Any New Business to come before the committee  
128

129 Discussion ensued regarding a citizen representative to the Capital  
130 Improvements Committee (CIP).  
131

132 **Motion by Mr. Simmons to ask the Town Administrator to inform the**  
133 **committee by simple memo of what appointments it has made to what**  
134 **committees, or what not, and how long those terms are so the**  
135 **committee can be informed of when future action would be needed.**  
136 **Seconded by Mrs. Kilgore. Motion carries 9-0.**  
137

138 5. Other Business  
139

140 Chair Schmitz stated she needed to change the Monday, October 17  
141 meeting date, to Wednesday, October 19. She further asked that all  
142 committee members let her know if they will be unable to attend meetings  
143 prior to the meeting in order for her to be certain there is a quorum of  
144 members.  
145

146 Town Administrator Apple spoke to email communications, and cautioned all  
147 members to be careful not to "reply all" in an email as a members personal  
148 computer could then be subject to the Right to Know law.  
149

150 Chair Schmitz and Mr. Simmons will work together on a draft of Rules of  
151 Procedures and disseminate to members prior to the October 19.  
152

153 6. Approve minutes of 05/11/2016  
154

155 **Motion by Mr. Sununu to approve the minutes of May 11, 2016.**  
156 **Seconded by Mr. Pinette. Mr. Simmons stated he would like lines 27**  
157 **and 28 deleted as well as lines 77 and 79 and stated it was not a**  
158 **reflection of what he said. Selectman Stanton objected to changes.**  
159 **Mr. Sununu suggested tabling the minutes until the video could be**  
160 **reviewed to ensure accuracy of the minutes.**  
161

162 **Mr. Sununu withdrew his motion. Mr. Pinette withdrew his second.**  
163

164 **Motion by Mr. Sununu to table the minutes of May 11, 2016 pending**  
165 **review of the video and the minutes will be reviewed at the next**

meeting. (Mr. Sununu volunteered to review and take minutes verbatim of the video.) Seconded by Mr. Pinette. Motion carries 9-0.

7. Adjourn

**Motion by Mr. Garnett to adjourn the meeting. Seconded by Mr. Sununu.**

**Meeting adjourned at 8:26 PM.**

**Respectfully,**

**Janet L. Facella**