



Municipal Budget Committee

**Anne Ambrogi
Dickie Garnett
John Anthony Simmons**

**Charles Gallant
Kathy Kilgore
James Sununu**

**Kari Schmitz
Jonathan Pinette
Richard Stanton**

Budget Committee Agenda

Monday November 21, 2016 7:00pm Town Hall

1. Call to Order/Pledge of Allegiance;
2. New Business
 - 2.1 First Review of School/SAU 21 Proposed FY 18 Budget
3. Old Business
 - 3.1 Final of Procedures
4. Approval of Minutes of October 31 and November 7
5. Adjourn

Next meeting: Monday, December 5th - Second Review of Town Budget

**TOWN OF NORTH HAMPTON
BUDGET COMMITTEE RULES AND PROCEDURES**

SECTION 1. GENERAL PROVISIONS

- a) BUDGET COMMITTEE MEETING LOCATION
- i) All meetings of the Town of North Hampton Budget Committee shall be held at the Town Hall, unless the Budget Committee adjourns to another location or the meeting is scheduled for another location and is properly noticed.
- b) BUDGET COMMITTEE MEETING TIME
- i) Meetings of the Town of North Hampton Budget Committee shall be held on the scheduled dates per the Budget Committee Calendar _____ days of every month and beginning at 7:00 p.m., unless otherwise noticed, or continued to a specific time and date.
- c) BUDGET COMMITTEE MEETINGS OPEN TO THE PUBLIC
- i) All meetings of the Town of North Hampton Budget Committee and Committees thereof shall be open to the public, except as provided for by RSA 91-A.
- d) ELECTION OF OFFICERS
- i) Procedures for electing officers are as follows:
- (1) Annually, at the first meeting of the Budget Committee after Town elections, the members thereof shall choose, from among their number, a Chair and a Vice Chair. Not eligible for the Chair is/are the Representatives from the Select Board, Little Boar's Head and School Board _____.
- (2) In addition to the powers conferred upon the Chair and the Vice Chair, he/she shall continue to have all the rights, privileges and immunities of a Board Member.
- (3) The above election shall be by a majority vote of the Budget Committee. The method of nominations and votes shall be decided by a majority of the Budget Committee in advance of nominations.
- e) PRESIDING OFFICER
- i) The Chair of the Budget Committee shall preside at all meetings of the Budget Committee.
- ii) Except as otherwise noted herein the Chair of the Budget Committee has no regular administrative or executive duties. In case of the Chair's absence or

temporary disability, the Vice Chair shall act as Chair during the continuance of the absence.

iii) The Chair of the Budget Committee, or the Vice Chair when acting on behalf of the Chair, is referred to as "Presiding Officer" from time to time in these Rules of Procedure.

iv) The Presiding officer shall preserve order and decorum, may participate in the discussion of any issue before the Budget Committee, may speak to points of order in preference to other Budget Committee members, and shall decide all questions of order or procedure, subject to appeal to the full Budget Committee.

f) DUTIES AND PRIVILEGES OF BUDGET COMMITTEE

i) Budget Committee members shall address the Board upon recognition of the Presiding Officer.

ii) Comment and debate shall be confined to the subject matter of the question.

iii) No Board Member shall be interrupted while speaking except for a point of order.

g) QUORUM AND VOTING

i) Five Budget Committee members shall constitute a quorum for the conduct of town business.

h) BUDGET COMMITTEE MEETING AGENDA

i) The Presiding Officer shall arrange a list of such matters according to the order of business and prepare an agenda for the Budget Committee.

ii) Information to be placed on the agenda must be submitted to the Chair by Wednesday prior to the next meeting in the Town Administrator's Office by 12PM on the Friday prior to the Meeting.

iii) A copy of the agenda and supporting materials shall be prepared for all Budget Committee members by the Friday immediately preceding a scheduled meeting of the Budget Committee.

iv) Any Board Member may place a matter upon the agenda.

v) Any comments by the public on topics on the agenda shall be limited to a reasonable amount of time under the circumstances, as determined by the Presiding Officer.

vi) The Presiding Officer shall reserve time upon the agenda for presentations to

the Budget Committee by private individuals or organizations and set, with the consensus of the Budget Committee members, a reasonable amount of time for same under the circumstances.

i) ORDER OF BUSINESS

i) The business of all meetings of the Budget Committee shall be transacted as follows; provided, however that the Presiding Officer may, during a Budget Committee meeting, rearrange items on the agenda to conduct the business before the Budget Committee more expeditiously:

- A. Call to Order/Pledge of Allegiance
- B. Presentation
- C. Old Business
- D. New Business
- E. Approval of Minutes
- F. Adjournment

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i)

(1) Call to order & Call of the Roll

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(2) Approval of Minutes of Previous Meetings

(3) Public Hearings

(4) Communications to the Budget Committee

(a) Communications to the Budget Committee are written correspondence sent or otherwise submitted to the Budget Committee (excluding bills, advertisements, flyers, brochures, copyrighted materials, media clippings or items that are of a routine business nature) shall be accepted and placed on file with the Board public meeting record. Unsigned communications shall not be introduced nor accepted.

(5) New Business

(6) Unfinished Business

(7) Items Laid on the Table

(a) Items laid on the table shall remain on the table until a member of the Budget Committee makes a motion to remove such item from the table.

(8) Closing Comments

(a) Closing Comments by Visitors

~~(i) This is the portion of the meeting when individual members of the public may address concerns to the Budget Committee.~~

~~(ii) Members of the public shall state their name and address prior to addressing the Board.~~

~~(iii) Public comments shall be limited to a reasonable amount of time under the circumstances as determined by the Presiding Officer with the consensus of the Budget Committee members.~~

~~(iv) Following such comments the Presiding Officer may place the matter on a future agenda, or refer the matter to the Presiding Officer for investigation, report or to take such action as may be appropriate.~~

~~(b) Closing Comments by Budget Committee members~~

~~(9) Adjournment: a) No meeting shall be permitted to continue beyond 9:30 p.m. without the approval of a majority of the Budget Committee members who are present and eligible to vote. b) If the decision is to recess the meeting, a location, date and time for reconvening must be publicly agreed to before taking a vote to recess the meeting. In the event that a meeting has not been closed or recessed by the Budget Committee prior to 9:30 p.m., thus bringing the meeting to an end, the items not acted on shall be deferred to the next Budget Committee meeting.~~

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~~(a) No meeting shall be permitted to continue beyond 9:00 PM without approval of a majority of the Budget Committee members who are present and eligible to vote.~~

~~(b) If the decision is to recess the meeting, a location, date and time for reconvening must be publicly agreed to before taking a vote to recess the meeting. In the event that a meeting has not been closed or recessed by the Selectmen prior to 9:00 P.M., thus bringing the meeting to an end, the items not acted on shall be deferred to the next Budget Committee meeting, unless the Budget Committee, by a majority vote of members present, determines otherwise.~~

j) CLERK OF THE BUDGET COMMITTEE

i) The Administrative Assistant to the Town Administrator shall be the Clerk of the Budget Committee and take minutes and perform such other and further duties as may be required by the Budget Committee, Presiding Officer, or Town Administrator.

SECTION 2. DUTIES AND PRIVILEGES OF MEMBERS

a) DISSENTS AND PROTESTS

- i) Any Board Member shall have the right to express dissent from or protest against any action of the Budget Committee.
- ii) After the Budget Committee has taken a position on an issue, official correspondence should reflect this position.
- iii) When members are requested to speak to groups or are asked the Board's position on an issue, the response should reflect the position of the Board as a whole. A member may clarify their vote on a matter by stating, "While I voted against X, the Budget Committee voted in support of it." When representing the Town at meetings or other venues, it is important that those in attendance gain an understanding of the Budget Committee's position as well as that of an individual member.

b) RULES OF ORDER

- i) The Presiding Officer shall resolve all issues of procedure for the Budget Committee meetings.
- ~~ii) By a majority vote, the Budget Committee may overrule any procedural decision of the Presiding Officer.~~

~~e) MOTIONS~~

- ~~i) ii)~~

~~d)c) SUSPENSION OF RULES.~~

- i) A motion to suspend these rules shall be in order at any time during a meeting of the Board or a public hearing, except during discussion of a pending motion.
- ii) A motion to suspend shall require a two-thirds vote of those present and voting.

e)d) ACTIONS FOR A PUBLIC HEARING

- i) The procedures for a public hearing are as follows:
 - (1) At the outset of each public hearing the Presiding Officer will announce the purpose of the public hearing and ask the parties wanting to speak to limit their presentations to information within the scope of the matter before the Budget Committee.
 - (2) The Presiding Officer may call upon the Presiding Officer or other person to describe the matter under consideration.

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- (3) Each speaker, for or against the matter before the Budget Committee for public hearing, shall identify himself or herself by name and address. Each speaker shall be limited to a reasonable amount of time under the circumstances as determined by the Presiding Officer with the consensus of the Budget Committee. When everyone wanting to speak has had one opportunity to speak, the Presiding officer shall call for anyone wanting to speak for a second time. Second time speakers shall be limited to the time allowed by the Presiding officer, or as established by a majority vote of the Budget Committee.
- (4) Once all Town residents wanting to speak for a second time have spoken, the Presiding Officer shall call for any non-residents wanting to speak. These speakers shall be limited to three minutes.
- (5) During the hearing any Budget Committee member shall be permitted to ask the speaker questions provided all questions are relevant to the matter before the Budget Committee for Public Hearing. The Presiding Officer shall retain the right to determine the relevancy of any question.
- (6) The Presiding Officer closes the public hearing.
- (7) The Presiding Officer shall then inquire if there is a motion by any Budget Committeemember. If a motion is made, it shall be in the form of an affirmative motion. Following the motion and its second, discussion occurs among Budget Committeemembers. The Presiding officer may call on an individual Budget Committeemember in the discussion.

f) VOTING

- i) The votes during all meetings of the Budget Committee shall be transacted as follows:
 - (1) The Presiding Officer may require any question to be submitted in writing before the vote, and shall state each question before the vote.
 - (2) Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by the simultaneous raising of hands and the roll call recorded in the minutes by the Clerk.
 - (3) Secret ballot votes by Boards, Committees, and Commissions are illegal in New Hampshire.
 - (4) Every Budget Committeemember who is in the Budget Committee chambers when the question is called shall vote on the question before the Budget Committee.
 - (5) A Budget Committeemember shall at the beginning of the discussion of any topic shall announce the intention to recuse himself/herself and shall

take no part in the debate should they feel that to vote would constitute a conflict. A Budget Committee member shall vote to abstain if they excuse himself/herself from the discussion due to a conflict of interest.

g)f) COMMITTEES/LIAISONS

i) Special Ad Hoc Citizen Advisory Committees.

(1) The Budget Committee shall assign a representative to the Capital Improvements Plan committee according to NH RSA _____. All Committee members shall be appointed by majority vote of the Budget Committee.

h)g) NOMINATIONS/APPOINTMENTS

- i) The procedure for nominating and appointing Budget Committee members to Town boards, commissions and committees shall be as follows: by majority vote and as required by law.
- ii) Upon a vacancy on the Committee, the Presiding Officer shall ensure that notice thereof is posted on the Town's website and by any other means designed to ensure an interested person's opportunity to serve.
- iii) Any member may nominate a resident to fill a vacancy on the Committee.
- iv) The Committee shall take up nominations as soon as reasonably possible, and in no event later than 30 days after the vacancy is announced.

i)h) COMPLAINTS AND SUGGESTIONS TO BUDGET COMMITTEE

~~i)~~ When citizen complaints or suggestions are brought before the Budget Committee, other than for items already on an agenda, the Presiding Officer shall include the matter on the agenda of the next meeting, at which point the Budget Committee shall discuss it and take any action deemed necessary by a majority of the Budget Committee.

(1)i) _____

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SECTION 3. CONDUCT WITH OTHER BUDGET COMMITTEE MEMBERS AND STAFF

- a) The Budget Committee shall treat others with respect and respect the rights and opinions of the community despite differences of opinion. The Budget Committee expects to be treated the same.
- b) The Budget Committee when dealing with each other and Town Staff shall:
 - i) Treat all staff as professionals and respect the abilities and integrity of each

individual.

- ii) Never publicly criticize an employee. Concerns of employee performance shall be handled with the Town Administrator under RSA 91-A
 - iii) Except for the purposes of inquiries, deal with Town officers and employees who are subject to the direction and supervision of the Town Administrator solely through the Town Administrator.
 - iv) Not give orders to any such officers or employees either publicly or privately.
 - v) Direct questions of the staff to the Presiding Officer who shall forward the request to the appropriate person(s) for action. All answers shall be in writing and shared with the full Budget Committee. All Budget Committee members shall have the right to seek additional information from Town Staff, department heads or other parties involved in the budget process the Budget Committee member deems relevant to the budget process. Such requests shall go through the Presiding Officer. If the request is deemed to be burdensome or inappropriate for any reason, the Presiding Officer shall so notify the Budget Committee member making the request. If agreement cannot be reached as to the advisability of the request for information, the full Budget Committee shall vote on the matter at the request of the Budget Committee member who seeks the information. All questions asked and information received in response shall be shared with all Budget Committee members, and shall be made publicly available and archived according to Section 4 of these Rules of Procedure.
 - vi) Limit the request for staff support and insure that all requests go through the Presiding Officer.
- c) The individual members of the Budget Committee in their relations with fellow members shall:
- i) Recognize that no member by their actions alone can bind the Budget Committee or the Town
 - ii) No member, including the chairperson or vice-chairperson, shall conduct any town business outside a regular scheduled meeting without the prior knowledge and approval of the Board at a meeting.
 - iii) Refrain from communicating the position of the town or the Budget Committee to other entities (i.e. state and federal officials) unless the full board has previously agreed on both the position and the language of the statement
 - iv) Treat with respect the rights of all members of the Board despite differences

of opinion

- d) As required by State law, all business of the town shall be handled in public session, with the exception of matters listed under RSA 91 -A.
- e) Any violation of these rules shall be reported to the Board within five (5) days of the occurrence or discovery of the violation.
- f) Punishment for any violation of these rules shall include but not limited to, removal from committee assignments or chairmanships. Other punishments shall be handled by state law (RSA 42:1-a)

SECTION 4: PUBLIC ACCESS TO INFORMATION

- a) The Budget Committee takes very seriously the public's right to be as fully informed as possible as to the information submitted to the Budget Committee for its consideration.
- b) In order to allow the public to follow the reference to information during meetings, the following rules are established:
 - i- All information submitted to the Budget Committee shall be assigned a distinct page number. The numbering system shall be determined by the Presiding Officer with the approval of the full Budget Committee prior to the fall schedule of meetings.
 - ii- Current financial budget information and select supporting material shall be available on the town website, or in print by request at the town office."
 - iii- All information submitted by Budget Committee shall be permanently archived in accordance with the Town's record retention policy.
 - ii- All such information shall be available in print form for those requesting it at meetings or by request at Town Offices.
 - iii- All information submitted to the Budget Committee shall be permanently archived in the Town records, including on the Town website.

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Adopted: September 19 _____, 2016

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*Budget Committee Draft Minutes
October 31, 2016*

- 1. Call to Order/Pledge of Allegiance;
Chair Schmitz called the meeting to order at 7PM. Those in attendance were Charles Gallant, Kathleen Kilgore, Anne Ambrogi, Jonathan Pinette, Rick Stanton, James Sununu, John Anthony Simmons. Absent: Dickie Garnett

Chair Schmitz led the Pledge of Allegiance.

- 2. New Business
 - 2.1 End of Year Review by School Board and SAU 21

Nancy Tuttle, Finance Manager from SAU 21 gave the End of Year Review and Default Budget for North Hampton School.

Mrs. Tuttle spoke to the following:

- Teachers Do Not have a Contract for FY16/17;
- Staff Reduction in Special Education due to retirement;
- SESP contract for 25-27 aides in year 2 step/pay raises;
- Legal up due to \$150,00 settlement;
- Special Education up due to contractual obligation;
- Speech is level funded;
- Certified staff education medial is down;
- Technology level funded;
- Audit services up \$300;
- School administration no change;
- Equipment line reduced;
- Grounds/Vehicles no change;
- Transportation (Bus) contract up \$9,000;
- Debt Service (contractual) Principle and Interest due;
- Employee benefits health and retirement rates up;

- 45 • Workers Compensation rates not released from Primex yet;
46 • \$357,846 increase in default or 1.22%;

47 Nancy Tuttle introduced Matt Ferreira, Business Administrator for SAU 21 who spoke about
48 keeping the lines of communication open.

49

50 Mr. Ferreira spoke to the increases in health insurance of a GMR (guaranteed maximum rate) of
51 22.8%. He explained the increase and contributing factors are catastrophic aid and prescriptions
52 that have increased.

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54 The unreserved fund balance of \$118,000 at the end of FY16 was discussed, however Mrs. Tuttle
55 was speaking from the audience without a microphone and could not be heard.

56

57 Mr. Ferreira spoke to what the unreserved fund balance was comprised of. He also spoke to
58 balances in the Trust Funds, as well as encumbrances made at the end of FY16.

59

60 Mrs. Tuttle stated the Budget Books for the school will be left at the Town Offices for budget
61 committee members to pick up. The books are expected to be read for November 14, 3016.

62

63 3. Old Business

64 3.1 Procedures- John Anthony Simmons

65 **Motion by John Anthony Simmons to a adopt the Rules of Procedure as prepared by**
66 **him. Seconded by Chair Schmitz for discussion.**

67

68 Discussion:

69 Several edits were suggested by Chair Schmitz:

- 70 • Changing the budget meeting time to add "as scheduled dates per the budget
71 committee calendar;
- 72 • List members of the budget committee who cannot be Chair -Select Board, School
73 Board and LBH representatives;
- 74 • Agenda is due by Wednesday;
- 75 • 9:30 PM shall be the end of meeting time;
- 76 • Add to agenda complaints/suggestions from the public;

77

78 A long discussion ensued regarding the ease of access to records with all agreeing they should
79 be on the Budget Committee page on the web site.

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81 **Motion by Chair Schmitz to accept the rules as amended. Seconded by Mr. Simmons.**

82 **Motion carries 4-3.**

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84 **Motion by Mr. Sununu to accept the October 19, 2016 minutes as presented. Seconded Mr.**
85 **Simmons. Motion carries 7-0-1.**

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4. Adjourn
Meeting adjourned at 8:40 PM.

DRAFT



*Budget Committee Draft Minutes
November 7, 2016*

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

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

20.
21. Chair Schmitz led the Pledge of Allegiance.

22.
23. 2. New Business

24. 2.1 First Review of Town/Select Board Proposed FY 18 Budget

25.
26. Town Administrator Apple gave a presentation on the proposed operating budget of the
27. town for FY 18. (A copy of the complete presentation are attached to these minutes.)

28.
29. Town Administrator Apple reviewed the tax rate of 2016 as follows:

30. • Town \$5.69
31. • County 1.11
32. • School 8.48
33. • State Ed 2.51
34. • Total tax rate: **\$17.79**

35.
36. Discussion on the proposal for the Public Safety building was discussed and noted that
37. the Select Board are unsure whether there will be anything on the ballot this year.

38.
39. Mr. Sununu stated he had looked at the towns that were used for comparison in wages,
40. and noted North Hampton is much higher per capita and the percentage of budget on
41. public safety was too high. In the towns he compared, he noted 1/3% of the budgets
42. were for public safety compared to North Hampton at 50%.
43.

44 Discussion ensued regarding how things are structured in the fire and police
45 departments, and the need to form a subcommittee that will review the MRI study that
46 was completed in 2008.
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50 **Motion by Mr. Garnett that the Budget Committee recommend to the Select Board to**
51 **see if there is public interest in a review of the MRI study from 2008. Seconded by**
52 **Chair Schmitz. Motion carries 8-1.**
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54 3. Old Business
55 3.1 Updates from October 31, 2016 meeting
56

57 Chair Schmitz stated there are no minutes to approve yet and the procedures need to be
58 completed with the edits. She further stated these items would be taken up at the
59 November 21 meeting.
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61 4. Adjourn
62 Meeting adjourned at 8:45 PM.
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64 Respectfully,
65 Janet L. Facella
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69 Next meeting - Monday, November 21, 2016 - First Review with School/SAU 21 Proposed FY18
70 Budget
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