

**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE  
MUNICIPAL BUDGET COMMITTEE MEETING**

**AUGUST30, 2017 6:30 PM**

**NORTH HAMPTON TOWN HALL**

MEMBERS PRESENT:Chairman Jonathan Pinette, Vice-Chairman and School Board Rep James Sununu, John Anthony Simmons, Charles Gallant, George Chauncey, Little Boar's Head Rep Brian Goode

LATE ARRIVALS: Frank Ferraro, Laurel Pohl

EXCUSED:Select Board Rep Larry Miller

**AGENDA**

Chairman Jonathan Pinette welcomed everyone to the August 30, 2017 North Hampton Budget Committee Meeting and called the meeting to order at 6:36 pm, followed by the Pledge of Allegiance.

**OLD BUSINESS**

**Review and Discuss Little Boar's Head Proposed Operating Budget for FY2017/18**

Mr. Brian Goode, Little Boar's Head Representative to the Budget Committee, stated that the Budget for the District was the same amount as last year at \$24,900. He explained that there were two items included, the Warrant Article and the Operating Budget.

***Operating Budget***

Mr. Goode stated that the first line-item was *Sidewalks*, and said over the last 3 years they had spent approximately \$40,000 on sidewalk repairs from their budget and their Capital Reserves. He said for this coming year they anticipated a sidewalk project from Atlantic Avenue to Willow Avenue, which also involved a water issue. The second line-item was *Parks & Commons*, responsible for mowing and maintaining the grounds on the ocean side of Ocean Boulevard. The third line-item was *Legal, Zoning, Printing & Mailing*, which had been increased last year from \$5,000 to \$10,000 due to increased activity in the District. The fourth line-item was *Office Expenses & Insurances* in the amount of \$2,400, which covered insurance, liability insurance for the District at a little over \$800/year, and expenses for producing the Annual Report. Mr. Goode said the last line-item was *Miscellaneous*, which was a \$200 catchall.

***Year-to-Date Expenditures***

Mr. Goode stated that to date they had incurred \$2,300 for *Sidewalks* to start an engineering study between Atlantic Avenue and Ocean Boulevard, and they anticipated spending another \$1,500 to finish the engineering work with sidewalk replacement next year. He said that year-to-date *Parks & Commons* had spent \$5,300 out of their \$8,200 budget with payment through July. He said they would probably come close to the \$8,200, at around \$7,800-\$8,000. As far as *Legal, Zoning, Printing & Mailing*, Mr. Goode stated that \$5,700 had been spent, but that they had also taken in \$4,600 in fees for Building Permits. For *Office Expenses & Insurance* they had spent \$1,900 and did not anticipate spending much more this year. As far as *Miscellaneous*, Mr. Goode said some work had been done last year, and that the \$600 listed was for a Posting Area for leaving pamphlets for residents.

Mr. Goode stated that they were anticipating a surplus of approximately \$4,100 to carry forward, and with the \$4,600 from Building Permit fees, this would give them approximately \$9,000 which they would be using to offset the Proposed Budget here. He said the New Budget Amount to be raised by taxes would be approximately \$16,000 for an Annual Operating Budget of \$24,900. He said that another item each year was a *Warrant Article*, and said last year they used \$7,500 for improvements in the District with most of it going to sidewalk repair. He said their Tax Rate for 2016/2017 was \$0.15/1,000, and because they had been able to give back due to Surplus and Building Permit fees, FY2017/18 should be \$0.12/1,000 or less.

**Motion:** To approve the Little Boar's Head Budget of \$24,900 for FY 2017/18.

**Motioned:** Vice-Chair Sununu

**Seconded:** Mr. Chauncey

**Vote:** All in favor (6-0)

Chairman Pinette asked if they needed to sign off on the Warrant Article as well, and a motion as made by Vice-Chair Sununu.

**Motion:** To approve the Little Boar's Warrant Article of \$7,500 for FY 2017/18.

**Motioned:** Vice-Chair Sununu

**Seconded:** Mr. Chauncey

**Vote:** All in favor (6-0)

Chairman Pinette asked about signing the documents and Mr. Goode said he had thought Town Administrator Apple would be at the meeting with the forms. Chairman Pinette stated that Town Administrator Apple was on vacation and would be back on Tuesday. He said that only the members present at the meeting would be signing the documents.

## **MNUTES**

Chairman Pinette said he had just received the minutes today and had not had much time to review them. Mr. Simmons recommended the minutes be circulated more in advance and said there needed to have some regularity for when materials should be distributed. Chairman Pinette said he had pushed to have them ready for this meeting, and said if the Committee was uncomfortable approving them tonight they could be postponed to the next meeting.

Mr. Ferraro apologized for being late, and said he had spoken with Laurel Pohl who would try to make the meeting later. Chairman Pinette filled him in on the meeting so far, and said Mr. Goode had presented the Little Boar's Head Proposed Budget for FY2017/18 which was approved as well as the Warrant Article. He said he would be sending an email to the entire group once the form was ready to sign. He asked if there were any other comments about approving the minutes for tonight. Mr. Gallant said he agreed with Mr. Simmons that they should probably wait and table the minutes until the next meeting.

**Motion:** To table the Budget Committee minutes of July 31 and August 21, 2017 until the next meeting.

**Motioned:** Mr. Simmons

**Seconded:** Mr. Gallant

**Vote:** All in favor (7-0)

### **BUDGET COMMITTEE CALENDAR**

Chairman Pinette said he had attached a calendar of upcoming meetings for the Budget Committee. He said he had revised the meeting for November 20<sup>th</sup> by adding the Library after Town Administrator Apple's presentation.

### **RULES AND PROCEDURES**

Chairman Pinette stated that the last item on the agenda was Rules and Procedures, and said he had attached an updated copy. He said he had received recommendations from some Board members who wanted to make changes. Mr. Simmons said he thought this had already been approved by the Budget Committee. Chairman Pinette said the Rules and Procedures would not be posted until the Committee approved the minutes with the motion made to the actual document itself. Mr. Gallant said he felt it should be posted, and Mr. Simmons agreed. Mr. Ferraro said he did not have a problem waiting, but that once the Rules and Procedures were approved by the Budget Committee they were in effect whether posted or not. Mr. Gallant asked about the copy approved by the Budget Committee last year.

Vice-Chair Sununu clarified that this Budget Committee had approved a version of the Rules and Procedures which were approved last year, and confirmed that the Rules and procedures were in effect. He said the issue was with the minutes, in the event there were any objections where it talks to these Rules and Procedures, to make sure they were accurate and proper changes had been made before posting. Mr. Simmons recommended they either open the floor to discussion or table the issue until the next meeting.

Vice-Chair Sununu stated that he did want to discuss the use of the numbering system that was approved for use here. He said his concern involved putting a burden of time on everyone to come up with a specific numbering system for a specific document. He stated that the SAU office would be doing 6 different budget books simultaneously, and having to customize numbering for one of the budget books that was different from all the rest was not productive. He suggested the Committee suspend the use of the numbering system for this Budget Season.

**Motion:** To suspend the use of the numbering system for this Budget Season.

**Motioned:** Vice-Chair Sununu

Chairman Pinette said things in the office were very tight with regard to time and he did not want to create more work for Town employees. He asked if all members were in favor of suspending the numbering system for this fiscal Year and sticking with the Rules and Procedures, which he felt were more important to the Committee. He said using the numbering system would take the School more time and manpower which he was not in favor of, but said he understood that the numbering system was devised to make things consistent across the board.

Mr. Simmons said if they were going to have rules and then suspend them, he did not see the point in having rules. He felt it would only take 20 minutes to number the pages and volunteered to do the job. He said the numbering system was in place so that the community and board members could be on the same page in real time, and said he found it confusing keeping track of new versions of the budgets. Vice-Chair Sununu stated that the Budget Books put out by the School were already numbered, with pages tied to every line item so they matched spreadsheets, and said they were consistent with new pages clearly marked. Mr. Simmons said he respectfully disagreed.

Chairman Pinette said the Committee had a motion on the floor to suspend. Mr. Ferraro asked for a description of the rules for the numbering system, as he could not vote without a description of what was being asked. Mr. Simmons said he would circulate the information to the Committee, and Mr. Ferraro recommended that Vice-Chair Sununu withdraw his motion. Vice-Chair Sununu withdrew his motion to suspend the numbering system for this Budget Season and said he would also provide a copy of last year's budgets for the School at the next meeting.

#### **ANY OTHER ITEM THAT MAY LEGALLY COME BEFORE THE COMMITTEE**

Chairman Pinette stated that he had circulated a sign-up sheet which he would pass around. He said tours of the Fire Department/Police Department/School were all scheduled on 2 specific dates. He said the tours would start at 3:00 pm at the Fire Department, then move to the Police Department, and end with Dr. Eric Andersen at the School. He said Chief Tully would be doing both the Fire and Police Department tours.

#### **ADJOURNMENT**

Mr. Simmons made a motion to adjourn the meeting which was seconded by Mr. Goode.

The motion to adjourn was approved by a vote of 8-0, and the Budget Committee meeting was adjourned at approximately 7:10 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary