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

4 **DECEMBER 6, 2021 6:00 PM**

5 **NORTH HAMPTON TOWN HALL**

6 ***DRAFT MINUTES***

7
8 MEMBERS PRESENT: Chairman Rick Stanton, Vice-Chairman Brian Goode, Sean Dionne, Andrew Raucci,
9 George Chauncey, Frank Ferraro, Select Board Rep James Sununu, School Board Rep Tom Von Jess

10 VIA ZOOM: Charles Gallant

11
12 LIBRARY TRUSTEES PRESENT: Kathleen Kilgore, Chair Susan Leonardi, Jacqui Brandt, Director Sue Grant

13
14 ALSO PRESENT: Town Administrator Michael Tully, Finance Director Ryan Cornwell

15
16 **AGENDA**

17
18 Chairman Rick Stanton welcomed everyone to the December 6, 2021 North Hampton Municipal Budget
19 Committee Meeting and called the meeting to order at 6:00 pm.

20
21 **Motion:** Vice-Chair Goode made a motion to allow Charles Gallant to participate in the meeting; seconded
22 by Selectman Sununu; approved by a vote of 8-0.

23
24 **OLD BUSINESS**

25
26 **Approval of Meeting Minutes** – None

27
28 **NEW BUSINESS**

29
30 Chairman Stanton updated the schedule for meetings: Next meeting December 20, 2021 Second Review
31 of School Budget; Monday, January 3, 2022 if needed; next regular meeting January 18, 2022 Public
32 Hearing for Town Budget plus any Bond (as Warrant Article); January 24, 2022 last date to post warrant;
33 February 5, 2022 Town Deliberative Session; February 8, 2022 School Deliberative Session.

34
35 **SECOND REVIEW OF LIBRARY AND TOWN PROPOSED FY2023 OPERATING BUDGETS**

36
37 **Library Proposed Operating Budget FY2023**

38 Library Trustee Kathleen Kilgore said after discussion the Library Trustees decided to stand behind the
39 Budget presented at the last meeting. She said utility rates will be a challenge with the new building, and
40 also Custodial Services show an increase from previous year, but the line item is \$6,000 less than quoted.
41 Library Trustees feel they are delivering a responsible budget to the Town for consideration. She said as a
42 process the Treasurer's Report will be reviewed at monthly meetings to keep spending in check

43

44 Library Chair Susan Leonardi thanked the Budget Committee for their recommendations and said their
45 bookkeeper will revise the budget format and they are still trying to negotiate cleaning costs down. She
46 said the Library is averaging about 500 people/week which is practically double and has new exploratory
47 spaces; for IT Services a rotation will be set up for audio/video maintenance. For Staff, a Youth Assistant
48 Librarian was hired to help the Youth Librarian due to increase in visitors; the hours of a staff assistant
49 were also increased, and the Library will look at staff salaries and COLA amounts next year; they also plan
50 to meet next year with Ryan Cornwell to work more collaboratively on their budget.

51

52 Questions: Vice-Chair Goode asked the number of hours added for the Youth Librarian and for what
53 period. Library Director Sue Grant said hours increased to 24 for the Youth Librarian Assistant, with the
54 Youth Librarian working 29 ½ hours, down from 34 ½ hours. Vice-Chair Goode asked if the Library was
55 working with Recreation or the School to make sure programs are not duplicated, and Ms. Grant said they
56 work closely with the School to offer different programs and compliment what they offer.

57

58 **Motion:** That the Budget Committee accept the Library FY2023 Operating Budget as presented; motioned
59 by Mr. Ferraro; seconded by Mr. Chauncey.

60 **Roll-Call Vote:** Frank Ferraro-aye, Tom von Jess-aye, Sean Dionne-aye, George Chauncey-aye, Andrew
61 Raucci-aye, Rick Stanton-aye, Brian Goode-aye, James Sununu-aye, Chuck Gallant-aye.

62 *Motion approved by a vote of 9-0*

63

64 **Town Proposed Operating Budget FY2023**

65 Town Administrator Tully said the FY2023 Town Proposed Operating Budget is \$8,093,279, an increase of
66 4.98%; approval of the Library Budget will bring the total up to 5.19%. Selectman Sununu said there is one
67 error as the original number for the Library was \$453,542 and the Budget Committee just approved
68 \$453,192 which goes into that \$809,3279. He said "542" needs to be changed to "192", a \$350 difference:
69 \$8,093,279 - \$350 = \$8,092,929. Town Administrator Tully said the Default Budget will then be \$7,893,437
70 or \$199,000 less.

71

72 Mr. Ferraro asked the current Unreserved Fund Balance for the Town. Finance Director Cornwell said it
73 approximately \$2.1 Mil, just under 9% of total budget; but a subsequent budget, received last week when
74 the tax rate was set, went down and we are now at 9.7%: the total fell from \$23 Mil to 22 ½ Mil which
75 equals gross appropriations for the Town. Mr. Ferraro also asked about the \$10,000 tractor and Town
76 Administrator Tully said the Select Board would decide.

77

78 **Tax Computation Process**

79 Town Administrator Tully said they work with the Department of Revenue; Ryan enters information into
80 a portal and the Department of Revenue sets a preliminary Tax Rate; when the rate arrives the Select
81 Board sits and adds Overlay on the rate. He said tax bills went out Friday and Ryan will give a rundown of
82 what you will see.

83

84 Finance Director Cornwell said the tax rate was reduced from \$16.91 last year to \$16.57, a savings of 34
85 cents per thousand. Taxes are broken down into 5 categories: Municipal, County, Local School, State
86 School, and Little Boar's Head (LBH). Appropriations for LBH are typically for sidewalk improvements with
87 figure pretty standard at \$30,000/year. The Municipal portion equals General Fund appropriations plus
88 any Warrants and appropriations are raised through taxation; there are other revenues from MV
89 registrations, Planning & Zoning permits, and building permits.

90
91 Finance Director Cornwell said we take the total appropriations, reduced by estimated revenues based on
92 historical information; Town Administrator Tully is working with department heads to increase
93 departmental income; could see increases of \$50,000-\$75,000 on the revenue side next year through
94 normal revenue process. So, total appropriations less net revenues, less war service credits, Town
95 valuation is just under 1.2 Billion this year, and the last thing added is overlay which accounts for over-
96 assessment liability.

97
98 Finance Director Cornwell said the biggest portion in terms of dollars is the School, with local cooperative
99 education and State Education, approximately \$12.4 Mil total. Once we arrive at net amounts to be
100 funded they are applied against the actual valuation. Municipal last year 5.21% and this year 5.27% or a
101 six-cent increase related to Town Operations, County up one cent this year, Local and State Education
102 collectively down forty-one cents, LBH unchanged at thirteen cents, all resulting in a 34-cent decrease. All
103 five are merged into one for the tax base, with numbers are on page 2 of tax rate.

104
105 Town Administrator Tully said everything we talked about tonight totals \$5.27 out of the total Tax Rate of
106 \$16.57; the rest the Town has no control over. Vice-Chair Goode clarified that the LBH rate charged is only
107 for residents of Little Boar's Head. He asked how Police Detail funds are credited. Finance Director
108 Cornwell said we have a revolving detail fund based on the rate charged out (currently \$46/hour) outside
109 the scope of the Budget itself but has budgetary effect if purchasing cruisers. Town Administrator Tully
110 said going forward they are looking to possible pay only 50% of cruisers out of that fund.

111
112 **Motion:** That the Budget Committee accept the Town FY2023 Operating Budget as presented; motioned
113 by Mr. Ferraro; seconded by Mr. Chauncey.

114
115 Chairman Stanton confirmed the Budget figure as \$8,092,929, with the Default set at \$7,893,437.

116
117 **Roll-Call Vote:** Frank Ferraro-aye, Tom von Jess-aye, Sean Dionne-aye, George Chauncey-aye, Andrew
118 Raucci-aye, Rick Stanton-aye, Brian Goode-aye, James Sununu-aye, Chuck Gallant-aye.

119 *Motion approved by a vote of 9-0*

120
121 Town Administrator Tully said statutorily the Default is set by the Select Board and the Budget Committee
122 was not voting on that. He said they are planning on January 18th to bring Warrant Articles to the Budget
123 Committee. Chairman Stanton asked that they be received by the Budget Committee 5 days prior. Town
124 Administrator Tully said the last day for Petition Warrant Articles is January 11, 2022.

125
126 Vice-Chair Goode asked how changes to the budget can be made at Deliberative. Finance Director
127 Cornwell said a singular dollar amount is listed in the Warrant Article for the total Town Operating Budget,
128 and amendments could be made up or down to budget as a whole which the Town can use as they see fit.
129 There is also the 10% as originally proposed and supported by the Budget Committee.

130

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

132

133 **PERIOD OF PUBLIC COMMENT**

134

135 **Next Budget Committee Meeting:** December 20, 2021

136

137 **ADJOURNMENT**

138

139 Chairman Stanton adjourned the Municipal Budget Committee Meeting at 6:53 pm.

140 Respectfully submitted,

141 Patricia Denmark, Recording Secretary

DRAFT