

**TOWN OF HOLDERNESS
BUDGET COMMITTEE
WORK SESSION MINUTES
October 6, 2021**

Budget Committee Members Present: Chair, Ken Evans, Bob Maloney, Kevin Barrett, Todd Elgin, Dayna Titus, Kelly Schwaner, Select Board Representative and Jill White, Select Board Alternate

Others Present: Town Administrator, Michael Capone

Call to Order: Mr. Evans called the meeting to order at 5:30PM. Mr. Evans welcomed everyone to the meeting and reviewed the agenda for the evening.

New Business: General Discussion of Budget Format for the 2022-2023 Budget.

The Committee reviewed and discussed the 2022-2023 budget schedule. The meeting format will need to be in person this year, but the materials will be provided in a format similar to last year. The Town Administrator will provide a binder to anyone who requests one.

Ms. White provided the Committee with an update on the Fire Chiefs position.

The Town Administrator advised the Committee of any anticipated changes to the budget. At this time there is consideration of the addition of another Police Officer to the department. Chief DiFilippe had advised the Select Board of this at a recent meeting and the Board was supportive of his request given the information presented. The Town had also been advised of a substantial increase to the ambulance agreement with the Town of Plymouth. The new annual amount would be \$71,306.20 which is a 36.7% increase over the previous year. It was noted that this is well below the cost to hire an outside provider or run our own ambulance.

There was some conversation regarding wage increases for employees. The Select Board had indicated that they would keep those increase somewhat in line with the previous year's budget.

The Town Administrator provided an update for the Committee on the status of the American Rescue Plan Act (ARPA) funding the Town will receive in the next two years. The total amount will be \$220,581.08. The Town Administrator also outlined some of the allowable uses for the funds and noted that the Town would have until 2024 to commit the funds and 2026 to fully expend them so there was time to consider a range of possible uses.

The Town Administrator had provided Committee members a spreadsheet that included budget versus actual numbers for the previous fiscal budget and year to date numbers for the current budget prior to the meeting. There was a brief discussion regarding those numbers. Plans for the use of encumbered funds were also discussed.

He also provided a revised spreadsheet for capital expenditures for the Committee to review. He did note that he was going to follow up with the Police Chief regarding the purchase of a new vehicle for the department as the current schedule does not include one. There are sufficient funds in the Capital Reserve account to pay for the vehicle.

Mr. Evans inquired if the Board had amended the fund balance policy to be more in line with the Department of Revenue suggested amounts. Ms. White responded that it had been done.

Mr. Barrett asked if his concern from last year regarding the adequacy of fees charged for items disposed of at the Transfer Station had been studied. The Town Administrator reviewed a spreadsheet that indicated that the fees charged did cover the expenses incurred.

Adjournment - There being no further business to come before the meeting, it was adjourned at 6:36PM.

Respectfully Submitted,

Michael R. Capone
Town Administrator