

**TOWN OF HOLDERNESS
BUDGET COMMITTEE
WORK SESSION MINUTES
January 13, 2022**

Budget Committee Members Present: Chair, Ken Evans, Bob Maloney, Kevin Barrett, Todd Elgin, Dayna Titus and Carolyn Mello.

Others Present: Town Administrator, Michael Capone, SAU 48 Business Administrator, Dan Rossner and Holderness Select Board Vice Chair, Woodie Laverack

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.

Draft minutes of the December 27,2021 Work Session: Mr. Evans noted that the draft minutes had been made available for review by the Town Administrator prior to the meeting. Mr. Barrett made a motion to approve them as written with a second from Mr. Maloney. There being no further discussion, those present voted 5-0-1 in favor of the motion by a roll call vote with Ms. Mello abstaining.

Review and Discussion of the Holderness Central School Proposed Operating Budget and Warrant Articles to be presented at the Public Hearing on February 2, 2022 beginning at 6:30PM.

Ms. Mello and Mr. Rossner took a few minutes to share some additional information with regard to the "Gifted and Talented section of the Operating budget in response to questions from the Budget Committee at a previous meeting. They noted that the discrepancy in previous spending and what was proposed for the new budget was a result of curtailed activities during the prior school year related to remote learning associated with COVID 19. The number of activities and expenses normally incurred was less, but it is anticipated that a more active school year will return expenses to pre-COVID levels and as such, the funding is necessary. Mr. Rossner noted that, during the last full school year, funding was in excess of \$5000 for that budget category.

Mr. Evans posed a question regarding the After School Program and why no funding was in the HCS operating budget when it was his understanding that the program was still operating. Mr. Rossner mentioned that he would confirm that fact, but the original intent of the budgeted funding was to supplement those program expenses not covered by fees paid by participants. If the request for supplemental funding was for \$12,000, the money was, in fact, all part of the same tax rate and it did not matter whether it was raised in School or Town Budget.

Mr. Evans asked if there were any additional changes to either the Scholl Operating Budget or proposed warrant articles. Ms. Mello answered that there were none.

Mr. Evans asked the Town Administrator if he could review any changes to the Town Operating Budget and Warrant Articles. The Town Administrator reviewed adjustments to the Personnel Benefits, Fire Department and Solid Waste budget categories that would lower the operating budget by over \$29,000.00. The other warrant articles would remain as original presented.

The Town Administrator also explained that he had been directed by the Select Board to review planned capital expenses with Department Heads and adjust the Capital purchase plan accordingly so adjustments to Capital Reserve contributions could be considered in the 2023-24 budget cycle.

Mr. Evans then asked the Budget Committee members if they wished to vote on each article separately or all of the articles at once. There was general agreement among the Committee members that one vote for each warrant would be acceptable.

Ms. Titus, with a second from Mr. Barrett, made a motion that the following Warrant Articles, as submitted by the Holderness Select Board, be brought to the February 2nd budget hearing for public comment.

Article : To see if the Town will vote to raise and appropriate the Budget Committee's recommended sum of two million nine hundred fifty-five thousand, two hundred and eighty dollars (\$2,955,280) for general municipal operations. Said sum does not include special or individual articles elsewhere within this warrant. (Majority vote required)

Recommended by the Select Board; (4 yeas, 0 nays). Recommended by the Budget Committee; (6 yeas, 0 nays)

Article : To see if the Town will vote to raise and appropriate the sum of Three Hundred and Ninety- One Thousand Five Hundred Dollars (\$391,500) to be placed in the following Capital Reserve Funds: (Majority vote required)

WHITE OAK POND DAM	\$2,500
FIRE/RESCUE VEHICLES	\$75,000
ROAD RECONSTRUCTION	\$150,000
MUNICIPAL BUILDINGS	\$30,000
LIBRARY BUILDING	\$5,000
REVALUATION	\$35,000
FIRE EQUIPMENT	\$5,000
PUBLIC WORKS VEHICLES	\$46,000
CONSERVATION	\$5,000
POLICE CRUISER	\$26,000
TRANSFER STATION EQUIPMENT	\$2,000
TOWN INFORMATION TECHNOLOGY	<u>\$10,000</u>
TOTAL	\$391,500

Recommended by the Select Board; (4 yeas, 0 nays). Recommended by the Budget Committee; (6 yeas, 0 nays)

Article: To see if the Town will vote to raise and appropriate the sum of Twelve Thousand Dollars (\$12,000) to be placed in the New Cable Service Expansion Capital Reserve Fund with funds for this appropriation to come from the unassigned fund balance. No additional funds will be raised by taxation. (Majority vote required)

Recommended by the Select Board; (4 yeas, 0 nays). Recommended by the Budget Committee; (6 yeas, 0 nays)

Article: To see if the Town will vote to raise and appropriate the sum of Three Hundred Thirty-Seven Thousand Seven Hundred Dollars (\$337,700) for the following Capital projects and to fund this appropriation by authorizing the Select Board to withdraw the sums indicated from Capital Reserve Funds and Revolving Funds as noted: No additional funds will be raised through taxation. (Majority vote required)

Road Reconstruction: \$200,000 (from the Road Reconstruction Capital Reserve Fund)

Ford F-350 4WD Pickup truck \$62,000 (from the Public Works Vehicle Capital Reserve Fund)

Revaluation (Cycle Inspections): \$25,000 (from Revaluation Capital Reserve Fund)

Pickup Truck for Police Department: \$45,000 (\$35,000 from the Police Cruiser Capital Reserve Fund and \$10,000 from the Police Department Revolving Fund)

Town IT Equipment: \$5700 Replacement of Two Workstations in the Town Office and one workstation at the Police Department. (from the Town Information Technology Capital Reserve Fund)

Recommended by the Select Board; (4 yeas, 0 nays). Recommended by the Budget Committee; (6 yeas, 0 nays)

Article: To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000.00) to be placed in the Town's Abatement Capital Reserve fund and to further authorize the use of \$50,000 from Fund balance for this purpose. No additional funds will be raised through taxation. (Majority vote required)

Recommended by the Select Board; (4 yeas, 0 nays). Recommended by the Budget Committee; (6 yeas, 0 nays)

There being no further discussion the Committee Voted 6-0 in favor of the motion by a roll call vote.

Mr. Evans then asked if the Committee wished to also consider all of the Holderness Central School Warrant Articles separately or in one vote. Again, the Committee agreed to one vote.

Mr. Maloney, with a second from Mr. Barrett, made a motion that the following Warrant Articles, as submitted by the Holderness Central School Board, be brought to the February 2nd budget hearing for public comment.

Article 02: Building Renovation Capital Reserve Fund To see if the School District will vote to raise and appropriate the sum of One Hundred Thousand dollars (\$100,000) to be placed in the previously established capital reserve fund for building renovations. **The School Board recommends this article. The Budget Committee recommends this article.**

Article 03: Technology Capital Reserve Fund To see if the School District will vote to raise and appropriate the sum of Forty Thousand Dollars (\$40,000) to be added to the Technology Capital Reserve Fund previously established. **The School Board recommends this article. The Budget Committee recommends this article.**

Article 04: Fund Balance to Building Capital Reserve To see if the School District will vote to raise and appropriate the sum of Forty Thousand Dollars (\$40,000) to be added to the School Building Capital Reserve Fund previously established. This sum to come from June 30 fund balance available for transfer on July 1. No amount to be raised from taxation. **The School Board recommends this article. The Budget Committee recommends this article.**

Article 05: Operating Budget To see if the School District will vote to raise and appropriate the budget committee's recommended amount of Five Million Three Thousand Two Hundred Sixty-Five Dollars (\$5,003,265) for the support of schools, for the payment of salaries for the school district officials and agents, and for the payment for the statutory obligations of the district. This article does not include appropriations contained in special or individual articles addressed separately. **The School Board recommends this article. The Budget Committee recommends this article.**

There being no further discussion, the Committee voted 6-0 in favor of the motion by a roll call vote.

Other Business – Mr. Evans thanked all present for their contributions to the process and mentioned that the Budget Hearing is scheduled for February 2, 2022 beginning at 6:30PM in the Holderness Central School cafeteria.

Adjournment – At 6:22PM. Mr. Maloney made a motion to adjourn the meeting. There was a second from Ms. Titus. There being no further discussion, the motion was approved 6-0 by a roll call vote.

Respectfully Submitted,

Michael R. Capone
Town Administrator