

Budget Committee
April 22, 2019
Meeting Minutes

Present:

Walter Waring, Janet Cavanagh, Joseph Dillier, Thomas Kaempfer, and David Carr.

Absent:

Les Dion, Joe Caristi

Others Present: Town Administrator, Nik Coates and Town Attorney, Christine Fillmore.

Call to Order:

Mr. Carr called the meeting to order at 6:00 PM.

Review and Approval of Minutes:

Motion by Mr. Kaempfer to approve the minutes with a change that he was present and Mr. Dillier was absent for the April 8th meeting, seconded by Mr. Waring to approve the amended minutes of April 8, 2019. The Committee voted **5 in favor - 0 Opposed – 0 Abstained**, the motion passed.

New Business:

Budget Committee 101 and Expectations:

Nik Coates spoke to the committee about the handouts he had printed for them. He introduced Christine Fillmore to the committee.

Christine Fillmore said she will explain the expectations of the committee along with some of the guidelines. She suggested that the committee read through the Budget Book as it will be very helpful to you. She went on to say that RSA 33 explains how the budget process is supposed to work, and RSA 33 is about how towns borrow money, RSA 35 is about capital reserve funds. These are some of the most important rules and there are many more. She also said that to avoid problems with the DRA the committee needs to abide by the rules. You are an official budget committee and help the voters make sense of your budget. As it is your budget that goes to the voters not the select boards budget. Your major function is to prepare the budget and get it to the select board and the town clerk. The budget committee as a group can ask the select board, and department heads for information that they will need about anticipated revenues and expenses to prepare their budget to present to the select board and the voters. She then spoke about the right to know law and basic budget concept saying it is best not to communicate with each other by email. She then went on to discuss appropriations, revenues, contingency funds, warrant articles and the fund balance with the committee. Discussion ensued.

Nik Coates spoke and said there was about \$1.1 million in the fund balance and there probably should be twice that amount in that fund.

Christine went on to say that everything that the town wants to spend needs to be in the budget and DRA will go over it. Everything that goes into the budget needs to be disclosed at a meeting or it will be thrown out by DRA. The committee can also recommend articles if they so choose. However even if the committee does not recommend an article it will still go to town meeting. Christine also told the committee that the voters can only raise the bottom line of the budget by 10%, however the voters can lower it by as much as they want. She also said the select board can transfer funds from one line of the budget to another. She also said that the DRA polices appropriations not revenues. The discussion continued.

Mr. Carr thanked Christine Fillmore for speaking to the committee he said the discussion topics would be very useful to the members. He also welcomed the new members. He then requested information from Mr. Coates for a total of the spending last year so the committee will have a comparison.

Correspondence:

There was no correspondence.

Old Business:

There was no old business.

Member Comments:

There were no member comments.

Select Board Comments:

There were no select board comments.

Staff Comments:

Mr. Coates said the next meeting of the committee would be May 13, 2019 at 6:00 P.M. Nik Coates said that Mr. Blanchette finance officer would be at that meeting to discuss Bristol's budget and other reports. We will also discuss the schedule and bylaws and have our first discussion about goal setting.

Adjournment:

Mr. Waring motioned to adjourn at 8:30 PM, seconded by Ms. Cavanagh, the motion passed with all in favor.

The next meeting of the Budget Committee will be May 13, 2019 at 6:00 P.M.

Respectfully submitted,

Kathleen Vogan