



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## **BUDGET COMMITTEE MEETING MINUTES Wednesday, April 17, 2019 7:00 PM**

**BUDGET COMMITTEE MEMBERS PRESENT:** Rob Prohl (Chair), Joe Cardillo (Vice Chair), Lauren Snow Chadwick, Jerry Coogan, Chris Lorio, John Raby, Michael Williams, John Cannon (Selectmen's Rep).

**ABSENT:** Mark Christensen, Suzanne Jesseman

**STAFF PRESENT:** Kimberly Hallquist, Town Administrator

**OTHERS PRESENT:** Jay Lyon, Fire Chief

Chair Prohl called the meeting to order at 7:00 PM.

Chair Prohl welcomed new Budget Committee members: Michael Williams, John Raby and Selectman's Representative John Cannon.

### **Approval of Meeting Minutes**

**IT WAS MOVED (Jerry Coogan) AND SECONDED (Chris Lorio) to accept the minutes from the February 6, 2019. Michael Williams, John Raby and John Cannon abstained from voting; all others voted in favor. THE MOTION WAS APPROVED.**

Joe Cardillo asked if the Emergency Management grant accepted by the Selectmen on Monday would impact the budget for that department. Ms. Hallquist noted that it would not have an impact on the budget as the expenditure was not included in the budget.

### **Selectmen's Report**

Selectman Cannon reported that the Selectmen have voted to establish two committees: (1) reformation of the Citizens Advisory Committee and the Buildings & Facilities Committee. The Selectmen are seeking members now and will decide when the committees will meet once membership is established. The Buker project was awarded to North Branch Construction and will be starting soon. The estimate given to the Selectmen is \$653,000, town meeting voters approved a bond of \$600,000 and the town buildings capital reserve fund can be used as well. The Selectmen heard a presentation from the Outing Club regarding their plans to build a Center for recreational activities either on their property on Parkside or some other location in New London; the Outing Club noted that since Grantham Indoor closed, there is increased demand for an indoor facility. The School Superintendent presented to the Selectmen to explain the renovations that will be completed at the SAU Office and to repair the outside area where the former 1941 Building was attached to the building.

There was a discussion of the makeup of the new committees and details on the responsibilities of each committee. Selectman Cannon noted that Chair Rollins had created a draft charge outlining the responsibilities of each committee, however the Selectmen have not formally adopted anything yet, they are waiting to see who is interested in joining. Once membership is established, the Selectmen will discuss the expectations of each committee.

Chair Prohl asked if any Budget Committee members was interested in serving on the Buildings & Facilities Committee: Michael Williams offered to serve. Chair Prohl will forward his name to Chair Rollins.

### **Review of RSA's related to Budget Committee**

Ms. Hallquist noted that the NH Municipal Association conducts day-long training for Budget Committee members in the fall, and if any members wanted to attend, the attendance fee will be paid by the town. The publication that is used at the training is available for members to review. Ms. Hallquist gave an overview of the state statutes related to the duties of the Budget Committee. There was also a discussion of how and when the tax rate is set and a review of a tax rate impact calculator that assists in determining how much an appropriation will impact the tax rate. For example, with an assessed valuation in 2018 of \$1,148,627,600 an appropriation of \$11,486 would result in .01¢ on the tax rate.

### **Review of FY2020 Budget Process and Procedures**

Chair Prohl reviewed the FY2020 budget process, including the joint meetings with the Selectmen on Monday evenings and asked if members wanted to continue the process. Chair Prohl noted that there were some issues with attendance at the Monday joint meetings, when committee members couldn't make the meeting. He noted that joint meetings are more efficient so long as members can make the meetings. Jerry Coogan noted that some Monday's he is unable to make, but he would always check with office staff to be brought up to speed on the information he missed. The committee is in favor of continuing the joint meetings with the Selectmen on Monday's starting at 6:30pm.

### **Training Needs**

Chair Prohl asked for a discussion of training needs of the members. It was decided that a meeting would be held on Wednesday, September 25<sup>th</sup> for a training on the detailed chart of accounts, both expenditures and revenues that make up the budget to understand how it is setup.

### **Budget Schedule**

In addition to the September 25<sup>th</sup> training session, the Budget Committee will meet on December 4, 11, and 18, January 8, and 15 with the Public Hearing on February 5 & 6.

### **Election of Chair and Vice Chair**

**It was moved (Michael Williams) and seconded (Jerry Coogan) to nominate Rob Prohl to serve as Chairman. THE MOTION WAS APPROVED UNANIMOUSLY.**

**It was moved (Jerry Coogan) and seconded (Lauren Snow Chadwick) to nominate Joe Cardillo to serve as Vice Chairman. THE MOTION WAS APPROVED UNANIMOUSLY.**

**It was moved (Joe Cardillo) and seconded (Michael Williams) to adjourn the meeting. THE MOTION WAS APPROVED UNANIMOUSLY.**

**The meeting adjourned at 8:04 PM.**

Respectfully submitted,  
Kimberly Hallquist  
Town Administrator