



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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**DRAFT**  
**Budget Committee Meeting**  
**Meeting Minutes of May 17, 2017**

**BUDGET COMMITTEE MEMBERS PRESENT:** Rob Prohl (Chair), Phyllis Piotrow (Vice-Chair), Joe Cardillo, Colin Campbell, Bruce Hudson, Tyler Beck, Chris Lorio, Suzanne Jesseman, Bill Helm (Board of Selectmen Chair, sitting in for Nancy Rollins, Selectmen's Representative)

MEMBERS ABSENT: Lyndsay Lund

**STAFF PRESENT:**

Kimberly Hallquist, Town Administrator  
Wendy Johnson, Finance Officer

**OTHERS PRESENT:**

Jason Lyon, Fire Chief  
Steve Ensign, Board of Firewards

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

Welcome Newly Re-Elected Members to the Budget Committee

Chair Prohl recognized Joe Cardillo, Suzanne Jesseman and Christopher Lorio and congratulated them on their re-election. He indicated that Bill Helm would be sitting in for Nancy Rollins that evening, who is away for work.

Review and Approve Minutes of 2/8/17

**IT WAS MOVED (Phyllis Piotrow) AND SECONDED (Bruce Hudson) to approve the minutes from 2/8/17 as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.**

Update on FY 2017 Budget ending June 30, 2017 – Kim Hallquist and Wendy Johnson

Ms. Hallquist said they will be very tight this year with an overage in legal. All of their cases are done and they had one win and two losses. There are three more pay periods in the year. Ms. Johnson said Department Heads are monitoring their budgets closely because they all know they are nearing the end of their budgets and funds. They have not put a freeze on purchases at this point in time.

Selectmen's Report – Review of Major Decisions since March Town Meeting - Bill Helm

Selectman Helm noted Ms. Hallquist has created a "project dashboard" to show the projects being done in the town. The sweeper has arrived and was about \$5,000 less than anticipated. The Academy Building heating units have been ordered and the Selectmen have authorized work to add sprinklers to the building at the time of the heating unit installation. The individual heating units seem to be the best idea and came about from discussions with Richard Lee, ARC Mechanical, Jeremy Bonin and Frank Anzalone. The bids for the Pleasant Lake Dam work will be opened the following day (May 18<sup>th</sup>). The discussion with the State about the video feed coming into the police station has been resolved and is being installed right now. Dartmouth Transportation has provided a \$3,000 donation to help pay for this. There will be a 9.9%

increase in healthcare programs this year which is less than expected. Richard Lee has agreed to stay on through next fiscal year to make sure all the projects approved at Town Meeting are completed.

Looking Ahead – Challenges of the FY 2019 Budget

Chair Prohl said there is a step increase coming up, as well as other studies to be done for buildings and projects in the Town. He asked where they are with the master plan. Ms. Hallquist said the Planning Board is starting to think about this project and how it will be funded.

Ms. Piotrow said there will be fewer and fewer federal grants available in the future. This means there will be more pressure on the towns to pay for expenses. Under these circumstances, she will continue to pressure the Town to save more money in the Capital Reserve Funds.

Chair Helm noted that the Town has bit off quite a bit in the last year and have made some big decisions. They are slowly working through their list of “must do” projects.

Review and Recommendations from FY 2018 Budget Cycle

*a. Subcommittees*

Mr. Lorio said having a rotation to visit the departments would be beneficial. Ms. Piotrow said overall they like the philosophy of working with the Select Board and having joint meetings on the capital reserve and the reconciliation.

Mr. Hudson said having one person organize a meeting with each department and letting everyone know when the meetings would be held, was helpful.

Chair Prohl said the Budget Committee members are encouraged to attend Selectmen’s meetings when department heads speak with them, to further educate themselves.

Mr. Helm said the Selectmen would like the Budget Committee and Board of Selectmen to meet together to have a presentation of the Department Heads for efficiency. This way, Department Heads don’t have to duplicate their efforts and questions can be heard from both parties and answered for all at the same time. Mr. Lorio said he would prefer this method.

Mr. Cardillo agrees that having the presentations together with the Budget Committee and the Selectmen is the way to go.

It was discussed that budgets would be created separately by the Selectmen and Budget Committee. Selectman Helm said the Board of Selectmen are always working towards balancing the tax rate and keeping enough in the reserves. It is unlikely they will propose more bond financing in the next budget cycle.

The Selectmen will likely set their schedule for the meetings with the Department Heads to review budgets by their next meeting; the meetings will be scheduled for October/November. Chair Prohl said they will plan to meet jointly to hear the budget requests from the Department Heads.

*b. Meeting schedule*

Ms. Hallquist would like the budget to be completed by the first week in February so that the annual reports can be printed in a timely manner. Budgets from Department Heads won’t be ready until the first week in October.

The first meeting of the Budget Committee is scheduled for September 27<sup>th</sup> at 7:00pm.

c. Other

Mr. Hudson asked what the goal going into the 2019 budget will be. Ms. Hallquist said a goal for percentage increase has not been set or even discussed yet by the Selectmen. Mr. Helm said this will be discussed by the Selectmen at the end of the summer.

Training Needs

Chair Prohl asked if anyone felt the need or desire to attend trainings, either outside or by Kim and Wendy as was done last year. No one was interested in training. Ms. Hallquist reminded all members that she and Ms. Johnson are happy to work with individual members if they have questions.

Mr. Hudson feels that the best training he has received is going to the Selectmen's meetings and hearing the Department Heads give their presentations.

Election of Budget Chair and Vice Chair

**IT WAS MOVED (Phyllis Piotrow) AND SECONDED (Colin Campbell) to nominate Rob Prohl for Budget Committee Chair. THE MOTION WAS APPROVED UNANIMOUSLY.**

**IT WAS MOVED (Joe Cardillo) AND SECONDED (Rob Prohl) to nominate Phyllis Piotrow as Vice-Chairman of the Budget Committee. THE MOTION WAS APPROVED UNANIMOUSLY.**

Next Meeting Date

September 27, 2017.

Other Business

There was none.

**IT WAS MOVED (Bruce Hudson) AND SECONDED (Phyllis Piotrow) to adjourn, the meeting. THE MOTION WAS APPROVED UNANIMOUSLY.**

The meeting adjourned at 7:40pm.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London