

# DRAFT MINUTES

## Budget Recommendations Committee Minutes

August 23, 2012

Place: Nowak Room, Town Offices

Time: 6:30 p.m.

Present: Corey Stevens, Don Woodward, Allan Corey, Carol Aten, Julie Gilman, Doreen Ravell, Matt Quandt (Selectman), Harry Thayer, Don Clement (Selectman), Town Manager Russell Dean

The meeting was called at order by Corey Stevens.

The first order of business was a motion to change the meeting start time from 6:30 p.m. to 6:00 p.m. Harry Thayer seconded the motion. Motion carried unanimously.

The minutes from the July 18, 2012 meetings were reviewed and there was a motion to approve. Carol Aten seconded the motion. Motion carried unanimously.

The Town Manager provided a draft of a condensed version of Revenues 2012-General Funds and reviewed this document for the Committee. Mr. Dean clarified the definitions and/or the terms of some of the items including: State Highway Aid is made in quarterly payments, an explanation of the Cable Franchise fee under the item Other Permits and Fees, and also the terms of the Fund Balance from the previous year (Transfer In item).

The Town Manager next provided a draft of the Expenditure Report (as of July 2012, GL Year 2012) and reviewed this document for the Committee. There were brief discussions on the following items:

- Mr. Dean said that a Deputy Treasurer role was under consideration. This position would receive a stipend and serve as a back-up should the Treasurer be unavailable. The Deputy Treasurer would be empowered with the same responsibilities as the Treasurer. There was some discussion on how to keep a Deputy Treasurer informed while the Treasurer is serving. Suggestions included a manual and also having the Deputy on the signature cards.
- Harry Thayer suggested that the Town hire their own attorney as the legal expenditures (\$70K) are close to an annual salary. Mr. Dean noted that there still are times when outside counsel is required. He suggested the possibility that a tri-town attorney could be considered to share the expense with other towns. Mr. Thayer said some towns in the area have their own attorney and suggested a survey of the area towns similar in size to Exeter to determine the number with their own attorneys.
- Several items need to be investigated and corrected and/or amended:
  - Page 27, Account number 0615-4210: the expenditure on vehicles; almost 93% of budget was used but it is not clear why the expense was so large.
  - Page 29, Account number 0603-4220: the report does not indicate any expenditures for contracted snow removal which is very unlikely.

- Page 29, Account number 0603-4320: the report does not indicate any expenditures for snow removal vehicles while some repairs were known to have been made.
- Page 31, Account number 0505-5989: Mr. Dean provided an overview of Mosquito Control and indicated that the company contracted has done a good job of preventative maintenance and has also mapped the “hot spots” to control. It was noted that PEA does their own spraying but coordinates their efforts with the Town.
- Page 34, Account number 0802-4353: this item will be folded into another account; the planks at Stewart Park are replaced as needed.

The Town Manager next provided data on the General Fund – Existing and Proposed Debt Service, 2012-2018; the items were reviewed. Mr. Dean noted that The DPW has made a priority of the water and sewer work needed on Portsmouth Avenue; the work on Lincoln Street is secondary to the Portsmouth Ave. project. Mr. Dean also said there are several projects that will likely appear on the CIP list in the future; these include the Court Street and Linden Street culverts, the Public Safety Facility and the Library buildings. All of these projects are needed due to the age of the structures.

Corey Stevens introduced the newly revised Human Services Application for discussion and Carol Aten provided background on the form and the new revisions.

Ms. Aten said the revised form was based on one used by the City of Alexandria, Virginia. The goals of this revision are to determine more definitive criteria for application and also to develop a Mission Statement for the funds given to these agencies. The form is currently in use and completed forms returned will help to see where further revisions should be made to support the developed criteria and mission. Ms. Aten recommended that a sub-committee be formed to work on clarifying the criteria and Mission Statement. Mr. Dean suggested that agencies being funded should not be members of this sub-committee. Ms. Aten recommended that people with non-profit experience would be helpful.

There was discussion on how best to get data on each agency in order to make an appropriate decision on its application for funding. Allan Corey said that all agencies are required by law to provide Form 990 and he suggested the 990 information could replace pages 2 and 3 of the revised form. It was then noted that all that same data is available on Guidestar which requires only registration with no fee. Mr. Corey felt that the applicant agencies should provide a copy of their Form 990 so the Town would not have to spend time searching for it on Guidestar. Mr. Corey questioned taxpayer money going to these agencies if the taxpayers have no say on to whom it is awarded. However, the issue would eventually appear as a warrant item.

Ms. Aten added that another goal is to have this form available electronically. In summary, the primary goals of a sub-committee would be:

- Formalize the decision-making process for these applications; determine the criteria and who is reviewing the applications
- Develop a Mission Statement
- Eventually work as a web-based system

It was suggested that getting information on registering with Guidestar be investigated.

The Budget Recommendations Committee will next meet on Thursday, September 20, 2012 at 6:00 p.m.

Don Woodward moved to adjourn. The committee stood adjourned at 9:10 p.m.

Respectfully submitted,

Chris deZarn-O'Hare  
Interim Recording Secretary