

**BUDGET COMMITTEE MINUTES  
AUGUST 10, 2022  
MINUTES**

Chairman Keith McGuigan called the meeting to order at 7:05 PM

**PRESENT:** Keith McGuigan, Ginger Dole, Tom Chase, Betsy Colburn, (participated electronically) Brad Hall, Tim Jandebour, Michael Moore, Matt Frye, Ted Wilkinson, School Board Rep Brian Winslow, Betty Smith, Paul Tudor, Dan McNally, Selectmen's Rep. Pam Sanderson, Water District Rep Bob Young, Cove Village Rep. Mike Jobin, Gulf Village District Rep. Eric Buckland.

Absent: Robert Young and Brad Hall (excused); Tim Jandebour (unexcused)

Betsy Colburn is not attending in person based on medical reason.

**MINUTES: Motion is made by Betty Smith/Tom Chase to approve the minutes, as amended, of April 19, 2022 with the following amendments:** Pg. 3 typo; Pg. 2 2 "seconds" to motion; add under Internal Business that Paul Tudor asked if the selectmen will honor the petition warrant article regarding purchase of vehicles by town meeting vote. **Vote on amended minutes: 13/0/1.**

**TOWN SECOND QUARTER REVIEW:**

Selectman Representative Pam Sanderson states the revenue received is 48.02% and does not include room and meals. She adds that the ambulance revenue is 114% over the estimated revenue for this point in the year.

Ms. Dole asks where the ambulance numbers came from. Ms. Sanderson replies that she received the information on a sheet from Fire Chief Tetreault comparing to year 2021 Finance Administrator Cheryl Eastman notes the information is for July. Sheet is copied and distributed. Ms. Colburn asks if this is money actually collected and Ms. Sanderson replies yes, collected. A copy of the treasurer's report is requested. Ms. Eastman explains that the funds are not shown on the revenue report for the general fund as the ambulance funds go into a separate revenue fund.

Town Expenditure Report:

Ms. Sanderson notes, as a reminder, that the five year deficit budget causes problems in understanding the current expenditure report number matching. She adds that the bottom line remainder is currently over 50%.

Mr. Tudor asks about what is "carry over". Ms. Eastman explains these funds are encumbrances carried over from the previous year that the selectmen have approved.

Ms. Dole states she does not understand the addition on the last page, relative to the encumbrances Chairman McGuigan responds it is due to the carry forward amounts.

Chairman McGuigan asks about salaries for election workers. Ms. Sanderson replies that the funding is based on default and number of elections are based on it; the expenditures will have to occur regardless. She notes that the election will be back at Parish Hall.

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Ms. Dole addresses cost of heating oil, propane, electricity etc. due to current increases. She asks if the tanks currently full. Town Administrator Walter Johnson replies all tanks are auto delivery, were topped off in the spring, and will need to have more deliveries in 2022. As far as electricity, we use third party provider which will be going up 4-5 cents per kilowatt. Ms. Sanderson states that the BOS is setting up a Community Power Committee (CPC) to explore the idea of including the entire town consumers as one user/buyer to gain a better price.

Tom Chase notes that paving has been done but no expenses shown. Ms. Sanderson states the expenses were recently approved and will show up in the next report.

Ms. Dole asks about wages for beach attendants; very little shown as spent. Ms. Eastman states there was only a temporary beach attendant in the beginning of the season.

Ms. Colburn asks the status of town audit FY 2021. Ms. Sanderson states it has been received very recently and is being reviewed by the selectmen. It will be included in the next budget packet.

**School Expenditure Report**

School Board Representative Brian Winslow reports that the SAU now consists of only Northwood. As of August 1, we have reduced staff and have only one floor in the building. Only position missing is grant coordinator person. Mr. Winslow explains the current staff positions in the SAU.

Mr. Winslow notes there are some openings at Northwood School, the most concerning is the Middle School math teacher, which has been posted for 4 months. The board is looking into RCC staffing service, working with international staffing to fill positions in the US. Lower grade special education specialist position open. New assistant principal has been hired, Michael Drolet. The board is watching the positions closely per the budgeted funding. He adds that school supplies are increasing, and electricity is uncertain as well.

Mr. Winslow states the documents 21-22 FY provided to the committee is not final numbers. The numbers are not accurate that there is a deficit. Encumbrances have not been cleared and other issues. Grant funded expenses have been put into the budget but will be removed. We have an addition to the surplus spending sent out previously: re-doing the courtyard area \$49,000. Out of district placement report and tuition was not ready and is passed out tonight.

Mr. Tudor expresses concern that the document is arriving late. Mr. Winslow explains the problems of staff shortage and reduction of the SAU.

Mr. Tudor asks if they do hire a person through RCC is it through a contract. Mr. Winslow explains the contract details.

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**Internal Business:**

Budget Committee Procedures:

Chairman McGuigan opens discussion on any potential procedure changes.

- With no comments brought forward Mr. McGuigan refers to 3E. *Members of the public shall not speak at a work session unless allowed by the committee, and recognized by the Chair.* He states he is a fan of letting the public have input, even work session meetings, in a limited capacity. Lengthy discussion is held on whether the committee should allow public input and if it does how it may/may not be limited by amount of time or repeat speakers, etc. After discussing the matter in detail, it is agreed that there will be no changes to the procedures at this time and a public comment time will be added to the first part of the agenda. The chair will use reasonable discretion in handling the public comment time as needed.
  
- 3C. Conflict of interest. *Members shall abstain from voting when a conflict of interest exists. When a member abstains due to conflict of interest, the member is to remove himself/herself from the table.* Mr. McGuigan states his concern that he does not believe under state law that this procedure is enforceable. He recommends people should refrain from voting when a conflict of interest exists, his concern is that the committee members cannot force anyone to refrain. Lengthy discussion is held by members regarding this issue. Mr. Tudor explains the process as state representative voting in Concord. Mr. McNally explains the past practice of how the budget committee handled recusals in the past. Additional discussion is held on abstain vs. recuse and whether someone should remove themselves from the table when a conflict occurs. Mr. Tudor states he feels it is a directive to members that it is their responsibility to abstain when a conflict occurs, not the members responsibility to determine if one exists. After additional discussion it is agreed that items to be sent out before the next meeting include: the chairman will provide any recommendation he may have; the language of the oath of office; and the town's conduct of official's regulation.

**Agenda for next meeting:** Thursday, November 3, 2022, at 7 pm at town hall. Same as this meeting with quarterly reports with a public comment section added. Also, proposed calendar for the upcoming budget session for review and approval under Internal Business.

Thursday, Nov. 3 at 7 pm town hall.

Agenda-public comment section only

Motion to adjourn is made by Ted Wilkinson, second by Betty Smith to adjourn at 9:10. Roll call: 14/0. Yes.

*Respectfully submitted,*

*Linda Smith*

*Linda Smith, Land Use Specialist*