

APPROVED
TOWN OF PELHAM
BUDGET COMMITTEE - MEETING MINUTES
Thursday, April 20, 2017

CALL TO ORDER – at approximately 7:30pm

PRESENT: Mr. Daniel Guimond, Mr. David Cate, Mr. David Cronin, Mr. Bob Sherman, Ms. Daryle Hillsgrove, Brian Carton, School Board Representative Megan Larson, Board of Selectmen Representative Amy Spencer. *Mr. Mike Bailey was present before the meeting commenced but had to leave for discussion due to a prior commitment.*

ABSENT: Excused: Mr. Michael Bilby
Not Excused: Deborah Gibbons

PLEDGE OF ALLEGIANCE

MEETING MINUTES

January 12, 2017

MOTION: (Cate/Sherman) To approve the January 12, 2017 meeting minutes as written.

VOTE: (8-0-0) The motion carried.

Discussion – **Determine meeting night(s)**

The Board discussed the preferred meeting night. A consensus was taken that the Board will continue to meet in the fall one (1) day per week. All agreed meetings would be on Monday evenings.

The meeting schedule will be set and emailed to all members when prepared. (*See Attached for 2017-2018 Budget Committee meeting schedule*)

Discussion – **Proposed Bylaw Revisions**

The Board reviewed the proposed Bylaw revisions submitted by Mike Bailey.
(*See Attached proposal and associated red-lined revisions based on April 20, 2017 meeting*)

ELECTION OF OFFICERS

Mr. Guimond advised the Board that he would no longer be the Chairman as he was moving out of Town. The Board thanked Mr. Guimond for his dedication and service to the Town and Board.

The Board unanimously elected Dave Cate as Chairman and Mike Bailey as Vice Chairman.

ADJOURNMENT

MOTION: (Sherman/Cronin) To adjourn the meeting.

VOTE: (8-0-0) The motion carried.

The meeting was adjourned at approximately 8:22pm.

Respectfully submitted,
David Cate
(Typed by Charity Landry Recording Secretary)

PELHAM BUDGET COMMITTEE - MEETING SCHEDULE

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**2018 Town and 2018-2019 School Budgets
@ Pelham Elementary School Media Center
Marsh Road, Pelham, NH**

DATE	DAY	TIME	TOWN ACCOUNT PROPOSED
9/9/2017	Saturday	9:00-12:00	Town Site Walk Town Budget Books Due
9/11/2017	Monday	7:30PM	CIP Committee Budget Committee Debt Service Health Services Health Officer Human Services Legal Town Celebrations Treasurer Trust Funds Assessor Elections Town Clerk/Tax Collector Fire Department Emergency Management
		Arrival 8:30 PM	
9/18/2017	Monday	7:30PM	Cable Library Planning Department Town Insurance Retirement Police Department
		Arrival 8:30 PM	
9/23/2017	Saturday	9:00-12:00	School Site Walk
9/25/2017	Monday	7:30PM	Town Buildings Highway Transfer Station Conservation Committee Senior Center Cemetery Selectmen Parks & Recreation
		Arrival 8:00PM	
10/2/2017	Monday	7:30PM+	Review Town Budgets
10/5/2017	Thursday	7:30PM+	Vote Town Budgets
10/9/2017	Monday	No Meeting	Columbus Day
10/19/2017	Monday	No Meeting	No Meeting
10/20/2017		No Meeting	No Meeting (School Budget Books Due)
10/23/2017	Monday	7:30PM+	Elementary/Memorial/High Schools
10/30/2017	Monday	7:30PM+	District Wide & Special Ed

PELHAM BUDGET COMMITTEE - MEETING SCHEDULE

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**2018 Town and 2018-2019 School Budgets
@ Pelham Elementary School Media Center
Marsh Road, Pelham, NH**

DATE	DAY	TIME	TOWN ACCOUNT PROPOSED
11/6/2017	Monday	7:30PM+	Review School Operational Budgets Town & School Warrant Articles Due
11/13/2017	Monday	7:30PM+	Vote School Operational Budgets Review Town & School Warrant Articles
11/20/2017	Monday	7:30PM+	Vote Town & School Warrant Articles
11/23/2017	Thursday	No Meeting	Thanksgiving
11/24/17-01/10/18			RESERVED - Call of Chair
1/9/2018			Final date for posting notices of Budget Hearing (2nd Tuesday - January)
1/9/2018			Final date for petition warrant articles
1/11/2018			RECONSIDERATION PUBLIC HEARING (before 3rd Tuesday in January)
1/29/2018			Warrant Articles/Budgets posted (on last Monday in January)
02/6/18 & 02/7/18			DELIBERATIVE SESSION - Town & School (2/6/18 Town-2/7/18 School) Tentative subject to change
Town Meeting 2nd session			(Tentative 3/6/18)

Section VII, C, 4 updated to the following:

The inflation factor (Baselined 2017 @ \$85,000) shall be 2.23%. The TCT values for FY 2018 through FY 2023 are shown below.

- i. 2018 TCT - \$86,895.50
- ii. 2019 TCT - \$88,833.27
- iii. 2020 TCT - \$90,814.25
- iv. 2021 TCT - \$92,839.41
- v. 2022 TCT - \$94,909.73
- vi. 2023 TCT - \$97,026.22

The BLS Data to support the reduction to 2.23% is below:

Area	Total compensation			
	12-month percent changes for period ended:			
	March	June	Sep.	Dec.
Boston-Worcester-Manchester	5 Year average for Boston-Worcester-Manchester Region 2.23%			
2012	1.9	1.2	1.5	1.6
2013	1.6	2.3	1.9	2
2014	2	2.5	2.5	3.2
2015	3.6	3	3	2.2
2016	2.2	2.2	1.9	2.3

Original Section VII, C 4

The inflation factor (Baselined 2016) shall be 2.3%. The TCT values for FY 2017 through FY 2022 are shown below.

- i. 2017 TCT -\$85,000.00
- ii. 2018 TCT \$86,955.00
- iii. 2019 TCT - \$88,954.97
- iv. 2020 TCT - \$91,000.93
- v. 2021 TCT - \$93,093.95
- vi. 2022 TCT - \$95,235.11

Red Lined based on April 20, 2017 meeting

Pelham NH Budget Committee

Proposed By-Law Updates

Proposal #1

Section II, B, 1

Change From:

A chairman, Vice Chairman shall be elected at the **first regularly scheduled** meeting following Annual Town Meeting, **but** not later than April 30.

Change To:

A chairman, Vice Chairman shall be elected at the **organizational** meeting following Annual Town Meeting, **which must occur** not later than April 30.

Rationale:

The use of the word “regularly” confuses it with the “Regular Meetings” that are defined in Section VI. This is occurring at the organizational meeting and should be specified as such in this section.

Proposal #2

Section VI, A, 5

Change From:

PUBLIC HEARINGS – **On** the budgets recommended by the committee, shall be scheduled by majority vote of the committee, and that legal notice required by RSA 32 and any other applicable state statute given to the public. Normally hearings shall be on separate dates for the town and the school budgets but a single hearing date for both may be scheduled by majority vote of the committee.

Change To:

PUBLIC HEARINGS – **Public hearings pertaining to** the budgets recommended by the committee, shall be scheduled by majority vote of the committee, and legal notice required by RSA 32 and any other applicable state statute given to the public. Normally hearings shall be on separate dates for the town and the school budgets but a single hearing date for both may be scheduled by majority vote of the committee.

Rationale:

Poor wording as the item section heading “PUBLIC HEARINGS” should not be used as part of the first sentence. It makes the section confusing when read.

Proposal #3

Section VI, D

Change From:

A quorum shall consist of a majority **of six members** of the Budget Committee Including the appointed members from the Board of Selectmen and the School Board as provided by RSA **21:15**.

Change To:

A quorum shall consist of **at least** six members of the Budget Committee **inclusive of** the appointed members from the Board of Selectmen and the School Board as provided by RSA 32:15

Rationale:

You cannot say majority and then specify a hard number. The intention of the board when this was written was to make sure there were at least 6 members present for quorum. A more generic verbiage is better as defines the absolute number of 6 for quorum. RSA 21:15 has to do with Joint Authority and has nothing to do with the operation of the budget committee. Section 32:15 covers who is counted as quorum.

Proposal #4

Section VI, E, 8

Change From:

Adjournment – motion for adjournment will not be in order until **the completion of the meeting to adjourn at a specified time.**

Change To:

Adjournment – motion for adjournment will not be in order until **all business before the committee has been completed or tabled.**

Rationale:

The current verbiage is confusing and inaccurate. It needs to specify the condition where the motion is valid. Specifying a time for adjournment is a separate topic and can be added to this section later if required.

Proposal #5 - TABLED

Section VI, G

Remove subsections 1 and 2

Rationale:

The choice of secretary is already covered in Section II, B, 1. We no longer “employ” the secretary as the position is fully funded by the BoS. Leaving these 2 subsections is inaccurate.

Proposal #6

Section VI, H, 11, b

Change From:

A matter shall be reconsidered or rescinded at a subsequent meeting in the same budget year by an affirmative vote of a majority of the budget committee members present at that meeting, at which a quorum is present.

Change To:

A matter shall be reconsidered or rescinded at a subsequent meeting in the same budget year by an affirmative vote of a majority of the budget committee members present at that meeting, at which a quorum is present.

Rationale:

RSA 21:15 has to do with Joint Authority and has nothing to do with the operation of the budget committee. Section 32:15 covers who is counted as quorum.