

**Board of Finance  
Special Meeting Minutes  
Wednesday, April 27, 2016  
7pm Clifford B. Green Memorial Center**

**Present:** Gene Michael Deary, Jeff Otto, Sandra Brodeur, Andrew Dionne, and Acting Recording Secretary, J.S. Perreault.

**Absent:** Kim Conroy and Kenneth Dykstra

**Staff Present:** Sherry Holmes, Director of Finance

**Also Present:** Selectman: Richard Ives, Joseph Voccio and Robert Kelleher; BOE Liaison, Aimee Genna; Fran Kefalas, Norwich Bulletin; Jackie Pillo, WINY Radio.

1. **Call to Order** – Chairman, Gene Michael Deary called the meeting to order at 7:00 p.m.

2. **Public Comment** – None.

3. **Discussion on 2015/16 Budget**

Mr. Ives stated that total current taxes outstanding, as of this date, is \$558,309.00 with Monday, May 1<sup>st</sup> being the last day to collect. Bottom line remaining is \$703,368.00 (sale doesn't count – down to six properties).

4. **Discussion on 2016/17 Budget**

Ms. Holmes explained that she had made a correction to the tax figure to agree with the spreadsheet calculation (projection of current taxes \$12,433,200.00 assuming that the Grand List numbers remain the same as in the spreadsheet). She referred to the Grand List numbers provided in the packets to the Commission Members (dated April 25, 2015). Mr. Ives stated that the DMV is still finding vehicles.

Mr. Deary stated that the tax number (on the Revenue side) would be \$12,778,200.00 and he explained how they arrived at the projected \$12,433,200.00.

There was discussion regarding give backs: Total Revenues \$20,888,470.00, Total Expenses - \$23,019,730.00, Shortfall – 2.131260. Either \$2 million or 4 mills is needed to balance. A \$150,000.00 give back would reduce the \$2.1 million to \$1.9 million and reduce the mill rate to 3.7. Another option would be to take it out of there and do it in reserve analysis and say estimated government unexpended funds from 2015/2016 – where it increases the unreserved reserves available to balance.

Mr. Ives stated that he is confident that there will be \$150,000.00 to \$160,000.00 less in expenses, but he does not know about the revenue side until collection is finished.

Mr. Deary asked for opinions from the Commission: Jeff Otto feels that the give backs should be added to the budget so that you can see the amount needed to be raised to balance the budget; Andrew Dionne stated that he agrees with J. Otto and that when determined, it should go into the transfer from surplus - some money will be needed to reduce the change in the mill rate (help the revenues increase to get closer to the expenses).

Mr. Deary asked what was left to pay from the \$1.2 million. Ms. Holmes referred to an e-mail that she had sent: She stated that \$440,628.00 had been paid down of the \$1,252,450.00. This leaves \$811,822.00 for

which to balance this year's budget. Mr. Ives stated that the net difference between revenues and expenses is not known as they only have revenues at this time. They would have the current expenditures tomorrow because checks were being processed today (the report had not been run). Mr. Ives and Ms. Holmes did not think it wise to guesstimate.

Mr. Deary asked whether there are areas that the Commission may or may not want to consider cutting or what the Commission may want to present at the public hearing. J. Otto stated concern regarding what the State is going to do and that the revenue side if the budget is giving bigger problems than in recent years. He suggested waiting for Session to come to its decisions next week and adjust the schedule of meetings to deal with the information that comes back. Mr. Deary agreed. Mr. Otto acknowledged that the Commission may still have to go with a budget of proposed expenditures (best case scenario) and explain that the revenue side is not known because the State has not finalized their numbers (worst case scenario unknown).

Sandra Brodeur feels they still need to look at the figures that they have now:

- Breakdown on salaries;  
Mr. Ives explained that it includes two years of increases at 2 ½ percent and some step increases. This is why it is inconsistent.
- Recreation Budget  
Mr. Ives explained that the Recreation Commission has not had a chance to vote on Bucky's recommendation which shows his revenues going up. That new number had not been provided to the Finance Commission.
- Land Use Department;  
Mr. Ives explained that new land permitting software was purchased in 2013. Maintenance was not included in this budget and they have to stay with this company through November of 2017. \$4,000.00 was put into the budget for people to enter permits into the system and that money was taken out.
- Election Monitor;  
Mr. Ives stated that \$1,000.00 was taken out because the State is going to pay for the first two years.
- ZBA;  
Mr. Ives stated that there will be at least one fee.
- Roads;  
Mr. Ives stated that they had raised it hoping to get more, but it is just not the time. It is back to \$30,000.00.
- LOCIP – Paperwork states that Brooklyn has not applied for anything since 2011. She asked why the Town is not using the funds that are available.  
Mr. Ives stated that is incorrect – they have used it twice in the last twelve months. Mr. Deary noted that it would not be seen in the budget and that the money has been scheduled to be used to maintain the schedule on road repairs and upgrades. Mr. Ives stated that the next big project is South Main Street where they will be using approximately \$250,000.00. There was more discussion regarding how LOCIP works.
- She asked if there are truly no other places to look where cuts can be made.  
Mr. Otto explained that this budget is built around the normal course of business and he has a list, but he'd rather save his list of places where they may need to fight for these little changes until he knows what the revenue side is.  
Ms. Holmes explained the difficulty of putting a budget together when it keeps changing almost daily.

Mr. Ives expressed concern with putting off the hearing. There was discussion regarding dates.

Motion by A. Dionne to set a special meeting of the Board of Finance for Monday, May 9, 2016, 7:00 p.m., place to be determined by availability. Second by S. Brodeur.

Discussion: J.M. Deary asked that Sherry Holmes provide any changes up to that point to have both the most recent information regarding 2015/2016 and the most recent data received from the State. J.M. Deary asked for potential give-back from the Board of Education. Sherry Holmes stated \$10,000.00 is the best guess at this point as there are still legal issues and Special Education issues pending. She will solidify that information and will provide any additional data received prior to the meeting on May 9<sup>th</sup>.

R. Ives will ensure that the Clifford B. Green Memorial Center will be available for May 9th.

Motion carried unanimously (4-0).

Motion by A. Dionne to set a special meeting of the Board of Finance for Thursday, May 12, 2016, immediately following the meeting of the Board of Selectman, at the Clifford B. Green Memorial Center. There was discussion regarding the date of the meeting. Second by S. Brodeur. Motion carried unanimously (4-0).

There was discussion regarding what the Commission would like to present to Attorney Chudwick (Bond Counsel) so that he can set up capital items. Mr. Deary asked if anyone had any objections to sending the list of all of the capital. There were no objections. Ms. Holmes will speak with Attorney Chudwick this week. J. Otto mentioned that Attorney Chudwick should be reminded that there is a possibility that something could be deleted.

Mr. Otto asked about the election monitor:

- Is the State paying completely for the next two years? Mr. Ives answered yes.
- What the purpose of the monitor is, why the Council of Governments plays a role in it, and the rate of pay.

Mr. Ives explained that there was legislation pushed last Session that called for each COG to hire an election monitor at the rate of pay of \$8,600.00. The person reports to the Secretary of State's Office. Duties are being formulated. NECCOG has hired someone. This will be an overseer of Registrars, as well as elections.

Mr. Deary asked if there were further discussions with Hampton regarding sharing a police officer. Mr. Ives stated that they are waiting to see how the Hampton populous is reacting to it.

**5. Public Comment – None.**

**6. Adjourn**

Motion by S. Brodeur to adjourn. A. Dionne seconded. The meeting adjourned at 8:00 p.m.

Respectfully submitted,

J.S. Perreault  
Acting Recording Secretary