

1 **Minutes of the Litchfield Budget Committee Meeting**

2  
3 **Held on August 22, 2013**

4  
5 The Litchfield Budget Committee held a meeting on Thursday, August 22, 2013 at Campbell  
6 High School, 1 Highlander Court, Litchfield, NH 03052.

7  
8 **PRESENT:** A Cutter (Chair), W Spencer, C Pascucci, C Couture, D Vaillancourt, B Bourque  
9 (School Board Representative), J Brunelle (Selectmen’s Representative)

10  
11 **Absent:** R Peeples (Vice Chair)

12  
13 Mr. Cutter called the meeting to order at 7:00 p.m.

14  
15 **1. PLEDGE OF ALLEGIANCE**

16  
17 **2. REVIEW/ADDITIONS TO AGENDA**

18 There were no revisions to the agenda.

19  
20 **3. PUBLIC INPUT**

21 There was no public input.

22  
23 **4. PRIOR MEETING MINUTE APPROVAL**

24  
25 **MOTION:** by Mrs. Couture

26 *Move to approve the minutes of June 27, 2013 as written*

27 **SECOND:** by Mr. Spencer

28 **VOTE: 5-0-2, with Mr. Brunelle and Mr. Bourque abstaining.**

29 **The motion carried.**

30  
31 **5. TOWN BUSINESS**

32 Mr. Brunelle reported that the budget is tracking well. He noted the 2012 audit was received and  
33 there are no notable findings. Mr. Brunelle indicated that the town is beginning its 2014 budget  
34 planning process with a September 14 eight-hour budget work session. He noted that there will  
35 be a department head meeting on August 26 at 5:00 p.m.

36  
37 Mr. Brunelle reported that Pennichuck will be increasing their rate by 14%. He noted that a  
38 temporary rate will be set at 7%. He indicated that the increase will not impact the budget this  
39 year and that the town will have an opportunity to present their case to Pennichuck.

40  
41 Mr. Brunelle invited Budget Committee members to view the town’s Facebook page where  
42 photos of completed projects are displayed.

43  
44 Mr. Pascucci asked about the new police cruisers. Mr. Brunelle indicate that he has received  
45 positive feedback from officers and that the upgrades are working well. He reported that the two  
46 older cruisers have had unexpected issues with additional expenses. The cruisers have been or

1 are in the process of being repaired. Mr. Brunelle reported that Car 5 and 6 are being retrofit and  
2 the cages are being repaired and enhanced for safety. He noted that the new police cruisers have  
3 been received well in the community.  
4

- 5 • Review of Committee Meeting Calendar/Plan for Town Budget Review Cycle

6 Mr. Cutter indicated that he provided a budget review schedule for the Committee members and  
7 that the schedule has been compressed.  
8

9 Mr. Brunelle commented that the town budget is consistent and is confident that all budgets will  
10 be approved in order to be presented to the Budget Committee by the end of September.  
11

12 Mr. Pascucci requested that additional detail be provided for larger items/special requests to help  
13 the Budget Committee understand the rationale for such requests.  
14

15 Mr. Brunelle commented that all background material will be available for the Committee. He  
16 noted that the expectations are that all “big ticket” items will be presented to the Board of  
17 Selectmen by September 14. Mr. Brunelle indicated that most increases are out of the Board’s  
18 control.  
19

20 Referring to the September 14 work session, Mr. Cutter asked when the budgets will be expected  
21 to be approved for the Budget Committee to review.  
22

23 Mr. Brunelle indicated that budgets will be approved a week prior to the Budget Committee  
24 review. He noted that all background information will be available as well.  
25

26 Mr. Cutter informed Committee members that documents posted for the Budget Committee are  
27 in rough draft format at this time. He noted there will be lengthy review on September 26 and  
28 requested that all questions for the Selectmen’s Representative be prepared and forwarded ahead  
29 of time.  
30

31 Mr. Brunelle commented that the documents that are posted have not yet been vetted by the  
32 Board of Selectmen.  
33

- 34 • RSA 32:22 – Review of Expenditures

35 Mr. Cutter reminded Committee members of their decision to review expenditures on a monthly  
36 basis. He asked members if there were any questions or comments.  
37

38 Hearing none, Mr. Cutter moved forward with the agenda.  
39

## 40 **6. SCHOOL BUSINESS**

- 41 • Review of Committee Meeting Calendar/Plan for School Budget Review Cycle

42 Mr. Bourque reported that the School Board expects to present their approved budget to the  
43 Budget Committee on November 13 or 14.  
44  
45

1 Mr. Cutter asked if there were any other projects being completed over the summer other than  
2 the repaving of the GMS parking lot.

3  
4 Mr. Bourque reported there were none.

5  
6 • LSB Planning and Building Advisory Committee

7 Mr. Cutter indicated that there were some questions regarding the expectations of the Budget  
8 Committee member that was requested to sit on the planning/building committee.

9  
10 Mr. Cutter asked if ex-officio members would be voting members and if they are considered part  
11 of the quorum. Mr. Bourque indicated in the affirmative.

12  
13 Mr. Cutter asked what the expectations of the Budget Committee would be. Mr. Bourque  
14 responded that the Budget Committee is expected to provide recommendations and a prioritized  
15 list.

16  
17 Mr. Cutter asked if the number of meetings had been determined. Mr. Bourque indicated that the  
18 number of meetings has not yet been determined.

19  
20 Mr. Cutter asked if the expectations are both for short and long term recommendations. Mr.  
21 Bourque responded in the affirmative.

22  
23 Mr. Spencer asked about the Budget Committee's expectation for the member of this committee.  
24 He was concerned that a problem will exist if the Budget Committee member is a formal, voting  
25 member. He commented that the member can only vote according to how they feel and not  
26 according to the direction of the Budget Committee. Mr. Spencer noted that the Budget  
27 Committee's role is to first see what is presented. He indicated that there is no issue with the  
28 member sitting on the committee in an advisory role. He commented that it is not appropriate for  
29 that member to vote on monetary matters. Mr. Spencer was appreciative of the invitation for a  
30 Budget Committee member to serve on the advisory committee; however, he does not believe it  
31 appropriate for that member to make decisions or vote unless the Budget Committee is presented  
32 with the information first.

33  
34 Mrs. Couture agreed with Mr. Spencer commenting that the information should be first brought  
35 to the Budget Committee for input. She believes there is no conflict with the Budget Committee  
36 helping set priorities regarding facilities.

37  
38 Mr. Pascucci agreed that the Budget Committee member should be in an advisory role. He  
39 commented that the member can bring information to the Budget Committee, which the School  
40 Board representative could explain.

41  
42 Mr. Spencer was concerned with how the Facilities Committee will function if they have to wait  
43 until the Budget Committee is updated before the member can go back to that committee.

44  
45 Mr. Cutter commented that we would be juggling between School Board meetings and Budget  
46 Committee meetings as we progress through the budget sessions.

1 Mr. Pascucci commented that the meeting night could present an issue. He asked about the town  
2 representative that is listed as a member on the committee.

3  
4 Mr. Brunelle indicated he has not been approached at this time.

5  
6 Mr. Spencer commented that it would be a good idea to have a Budget Committee member  
7 sitting on the Facilities Committee in an advisory role, but not to vote on recommendations. He  
8 noted that there would be communication between both committees.

9  
10 Mr. Pascucci agreed that the Facilities Committee is a good idea and that it is important. He  
11 indicated that there should be no impact to the budget this year and commented that this  
12 committee would be well suited for next year.

13  
14 Mr. Cutter asked if the Budget Committee feels it prudent to vote a member to serve in an  
15 advisory position or a voting position on the Facilities Committee.

16  
17 **MOTION:** by Mr. Spencer

18 *Move that the Budget Committee accept the request of the School Board for a Budget*  
19 *Committee member to serve on the LSB Planning & Building Advisory Committee as an*  
20 *advisory member only.*

21 **SECOND:** by Mr. Pascucci

22 **VOTE: 6-0-1, with Mr. Vaillancourt abstaining.**

23 **The motion carried.**

24  
25 Mr. Pascucci nominated Mrs. Couture as advisory member to the LSB Planning & Building  
26 Advisory Committee.

27  
28 Mrs. Couture accepted the nomination. Mr. Pascucci offered to serve as alternate.

29  
30 **MOTION:** by Mr. Cutter

31 *Move to appoint Mrs. Couture as an advisory member to the LSB Planning & Building*  
32 *Advisory Committee with Mr. Pascucci as alternate.*

33 **SECOND:** by Mr. Spencer

34 **VOTE: 6-0-1, with Mrs. Couture abstaining.**

35 **The motion carried.**

36  
37 **7. MEMBER INPUT/NEW BUSINESS**

38 Mr. Pascucci asked about health care waivers and/or changes to health care. He was concerned  
39 about how the changes would affect the budget and expressed concern with the new regulations  
40 that will occur.

41  
42 Mr. Bourque indicated that there will not be much of an impact to the budget.

43  
44 Mr. Brunelle mentioned he received a presentation from the State that the Board of Selectmen  
45 will review. He commented that the changes will affect everyone, but not this year.

46

1 Mr. Pascucci was concerned that the town's fiscal year runs January to December and the  
2 district's fiscal year runs July to June. He was curious of the effect of the new regulations with  
3 regard to the difference in fiscal years.  
4

5 Mrs. Couture commented that Representative Byron will speak about the effects of the health  
6 care laws at the Selectmen's meeting.  
7

8 Mr. Spencer commented that a new athletics year has begun at CHS with a new athletic trainer  
9 contract. He noted that the contract cost is lower with better services and the existing trainer was  
10 retained. He indicated that this is good news for the School Board and the Budget Committee.  
11

12 Mrs. Couture asked Mr. Cutter about the training notices that he forwarded to the Committee.  
13 Mr. Cutter indicated he forwarded information regarding two sessions on budget and finance,  
14 which will be held in Manchester on September 17 and 18. He noted that the Town  
15 Administrator forwarded information regarding a free webinar on setting the tax rate for the  
16 town.  
17

## 18 **8. PUBLIC INPUT**

19 There was no public input.  
20

### 21 • **Upcoming meetings**

22 The next meeting of the Budget Committee will be held on September 26, 2013.  
23

24 **MOTION:** by Mr. Pascucci

25 ***Move to adjourn.***

26 **SECOND:** Mr. Spencer

27 **VOTE:** 7-0-0

28 **The motion carried unanimously.**  
29

30 There being no further business, the meeting adjourned at 7:45 p.m.  
31

32 **Minutes by:** *Michele E. Flynn (Recording Secretary)*

33  
34 **Date approved:**