

ASHLAND BUDGET COMMITTEE

MAY 11, 2016

Members Present: Ruell, Ryan, Coleman, Hoerter, Downing, DeWolfe,
Lyford (alternate); later Badger
Others Present: Christine and Alan Cilley, Mardean Badger, David Toth

The meeting began at 6:30 p.m. in the Ashland School Library.

Election of Officers. On a motion by DeWolfe, seconded by Downing, it was voted 6 to 0 to elect David Ruell as Chairman. On a motion by DeWolfe, seconded by Ryan, it was voted 5 to 0 (1 abstention) to elect Bobbi Hoerter as Vice-Chair. The position of Secretary was discussed, but there were no volunteers. Ruell will take the minutes for this meeting, while DeWolfe volunteered to do the minutes for the next meeting.

Vacant Positions. Mardean Badger and David Toth had volunteered for the three vacant positions. On a motion by DeWolfe, seconded by Ruell, it was voted 4 to 1 (1 abstention) to appoint Mardean Badger to the Budget Committee. DeWolfe moved and Ruell seconded to appoint David Toth to the Budget Committee. After discussion, Toth withdrew his request for the position. Christine Cilley declined an invitation to join the Committee. Selectman DeWolfe administered the oath of office to Mardean Badger, who then took her seat with the Committee. The two remaining vacant positions will be advertised. There was discussion of whether the number of Budget Committee members should be reduced. This would require a vote of the town meeting, and the re-election of all at large members.

Representative to Withdrawal Study Committee. The Budget Committee is required by state law to appoint a member to the committee to study the withdrawal of the Ashland School District from SAU 2. Badger volunteered for the position, so it was voted 7 to 0, on a motion by DeWolfe, seconded by Hoerter, to appoint Mardean Badger as the Budget Committee representative to the SAU Withdrawal Study Committee.

Training for New Member. It was voted 7 to 0, on a motion by DeWolfe, seconded by Badger, to pay the fees for the NHMA budget training for Jennifer Ryan.

Meeting Dates and Times. After a lengthy discussion of meeting dates, it was determined that evening meetings would be limited by the schedules of Committee members to the second and third Wednesdays of the month. The consensus was that evening meetings would start at 6:30 p.m. and would be limited to approximately two hours. The possibility of Monday morning meetings was also discussed. Such morning meetings would have to start early and be done by 8:30 a.m. The next group of meetings will be for the mid year budget review of the Town and the utilities, starting at 6:30 p.m. on July 13 and 20, August 10 and 17.

Reports. The timing of reports was discussed. The consensus was that the regular financial reports for the prior month be prepared on the first Tuesday of the month. It was recognized that these reports may not be as complete as reports prepared later. For the mid year budget review, a second complete report as of the end of June will be needed. After discussion, it was voted 4 to 3 on a motion by Downing, seconded by Coleman, that the Budget Committee receive copies of the monthly bank reconciliation statements for the Town and utilities. On a motion by Hoerter, seconded by Ryan, it was voted 5 to 0 (2 abstentions) that the paperwork for all proposed budgets be provided to the Budget Committee at least five days prior to the meeting on that budget.

Budget Preparation. On a motion by Ryan , seconded by Coleman, it was voted 6 to 0 (1 abstention) that the paper copies of the proposed 2017 operating budgets for the Town, Electric, Water and Sewer Departments be submitted to the Budget Committee by October 15. It was noted that this deadline did not apply to warrant articles and that revisions may have to be made to the proposed operating budgets after October 15.

Recorder. On a motion by Ryan, seconded by DeWolfe, it was voted to spend up to \$100 to purchase a digital recorder to record Budget Committee meetings. Pat Crowell will be asked to make the purchase.

On a motion by Hoerter, seconded by Downing, it was voted to adjourn at 8:40 p.m.

Submitted by David Ruell