

ASHLAND BUDGET COMMITTEE

May 8, 2013

DRAFT MINUTES

Members Present: C. Austin, M. Badger, S. Coleman, I. Heidenreich, F. Newton,
D. Ruell, M. Scarano, D. Toth.

Members Absent: Jeanette Stewart (with notice)

Alternates Present: (school board) Renee Liebert

OTHERS PRESENT: Alan Cilley, Patsy Tucker

The meeting was called to order at 6:00 P.M. in the Ashland Fire Department.

Secretary's Report: Draft minutes from the 25 April 2013 meeting were reviewed. Motion to accept minutes with corrections (spelling error "next" p.2) was made by C. Austin, seconded by D. Ruell -. Approved 8-0.

By consensus, there was agreement to rotate responsibility for taking minutes going forward.

It was noted that Dan Golden has resigned from Select Board and by definition, as the alternate to the Budget Committee.

Document Distribution Process: Mark created a folder in [box.com](#) to distribute documents to avoid sending documents in email. Documents received from departments will also be uploaded to this area. The site will be available to the town as well. As needed, documents can be displayed on screen at meetings to avoid printing.

2013 Meeting Time and Schedule: M. Scarano presented an outline of meetings (attached) for the remainder of the year was presented. The outline was divided according to rough schedule agreed to at previous meeting. The Financial Forum may be in two parts, first would be a presentation by the CIP, followed by the budget committee presentation. The Committee agreed to this structure. A tentative date of September 18 was proposed.

The town audit report is expected next week. The committee agreed that this should be presented to the public with the ability to ask questions. M. Scarano will communicate with Board of Selectmen to request access to the report well in advance to enable review prior to the presentation.

Mid-year review – M. Scarano proposed that we meet closer to actual mid year, which would be July and that we should keep meetings brief, and meet only once. July (3 meetings) and August (1 meeting) were proposed. The August meeting will be moved to July 31. The committee will consider a late June meeting to avoid four meetings in July and possible impact on vacation time. It was recommended that the School meeting should be moved to September to ensure that audit is complete. September 12 was proposed. M. Badger will check with Trish on date. School will have a new deliberative session for new contract. It was noted that the Budget

Committee hearing should be before that, likely in June. M. Badger will get information from the School Board and report back to the committee.

The proposed meeting with Town Trustees would for information (trust funding) sharing only. Budgets are small so there is no need to review, but budget committee would like to get information about funds for a cash flow perspective.

Financial Forum and final round meeting dates are to be determined. Potential Deliberative session dates were provided.

The proposed October 31 meeting is Halloween, so meeting will be moved to October 30.

Building inspector should be put with Admin, not the Fire Department. It was agreed that the building inspector (R. Hicks) should be present at that meeting (to include his responsibility as welfare officer)

Revenues will be provided.

We may consider moving either Water & Sewer or Electric Department to a June date, at which time we will have the school hearing. M. Scarano will redo the meeting list and distribute to committee. Department heads will be notified as to dates.

Capital Improvement Plan (CIP) Update: Mark has meeting schedule of meetings. Level of detail is increasing and there are new expectations for information provided by the various departments. The CIP Committee will present their data to budget committee (timeframe not known at this point). D. Toth asked if the CIP committee plans project what the town can afford. People can actually afford to pay in taxes. It was suggested that the CIP data can support the budget committee proposals which consider impact on tax rates.

Comments/Questions on the Jan-April Financial Statements: Mark sent a letter to the BOS with a list of financial statements needed. P. Branscombe suggested that later in the month would be better in terms of getting fully reconciled numbers. The committee agreed that we would benefit by having information sooner rather than having month-old data and therefore waiting for reconciled data was unnecessary. D. Toth commented that according to RSA it is the duty of the Board of Select, Department Heads, and the Financial Officer to provide the Budget Committee with the data the committee requires to develop the budget. M. Scarano will try to get more information about the financial system and limitations from Anita Treavor. He will discuss the cash flow analysis with her as well. He will request that she email information on the second Monday of each month, regardless of reconciliation status. M. Scarano will also request financials for period Jan-April, which we have not yet received. It was noted that the Department Heads had this information at their last meeting, but the Budget Committee had not received it as of this meeting. It was suggested that we should look at cash flow analyses year to year for comparison. It would be most beneficial to get a greater level of detail (by account) in the cash flow analysis, which is not available.

S. Coleman expressed concern about the financial picture now through June given cash balance and expected expenses.

P. Tucker has the January to April financials and will provide the report to the committee. She briefly reviewed department expenditure status in terms of the percentage of the budget remaining, e.g., Executive line has 66% left, and Financial has 67%, etc.

Agreement: M. Scarano will request financial statements from the town by the second Thursday of the month (our regularly scheduled meeting day) and they do not need to be reconciled.

Other Business: The next meeting will be in June with the date to be determined based on the need to hold a hearing for the new school budget/contract.

S. Coleman volunteered to do minutes next meeting.

The meeting was adjourned at 7:42.

Fran Newton, Secretary

ASHLAND BUDGET COMMITTEE 2013 MEETING SCHEDULE

(Distributed prior to the meeting by M. Scarano)

Unless otherwise indicated, all meetings are at 6pm. Locations to be determined.

April 25, May 8

Et Committee

May ?

Organizational Mtg

1st quarter financial review Confirm dates for Summer, department budget half-year reviews

Town Audit Public Hearing

2ND QUARTER AND MID YEAR FINANCIAL REVIEW

July 11, July 18, July 25, July 31, Sept. 12

Police, Fire, and Town Trustees Public Works, Electric Dept. and Library

Park & Rec, Conservation Commission, Planning, and Water/Sewer - Confirm dates for Fall department budget presentations

School, Admin. and Tax Collector

Meeting with the school from Aug 1 to September 12

FINANCIAL FORUM

Sept 12, Preparation for Financial Forum. Sept 19, Joint Financial Forum with CIP Committee

2014 BUDGET DELIBERATIONS

Oct 3, Oct 10, Oct 17, Oct 24, Oct 30, Nov 7, and Nov 14

Jan 15, Jan 16

Tax Collector, Town Trustees, and Library Admin Police, Planning, Conservation Commission
Fire, Parks & Recreation

Public Works, Health, and Welfare Electric, Water & Sewer School

Dates, times, and locations for deliberations to be determined

Town Budget Public Hearing (snow date: Jan 20) School Budget Public Hearing (snow date:
Jan 20)



1. **PUBLIC WORKS**
 - Public Works
 - Highways & Streets
 - Town Mechanic
 - Transfer/Recycling Center

2. **ADMIN**
 - Executive
 - Election & Registration
 - Ballot Coding
 - Financial
 - Revaluation Property
 - Legal
 - Unemployment Insurance
 - General Government Buildings
 - Insurance
 - Other General Gov.
 - Emergency Management
 - Health
 - Animal Control
 - Welfare
 - Donations
 - Patriotic Purposes
 - Street Lighting

3. **PARKS & RECREATION**

4. **LIBRARY**

5. **PLANNING**
 - Planning & Zoning
 - Regional Associations

6. **POLICE DEPARTMENT**
 - Police Department
 - Detail

6. **FIRE DEPARTMENT**
 - Ambulance & Mutual Aid
 - Fire Department
 - Building Inspector

7. **TOWN TRUSTEES**

8. **CONSERVATION COMMISSIONS**

9. **WATER/SEWER**

10. **ELECTRIC**

11. **SCHOOL**