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**Minutes of the  
Litchfield Budget Committee Meeting  
Held on August 23, 2018**

The Litchfield Budget Committee held a meeting on Thursday, August 23, 2018 at Litchfield Town Hall, 2 Liberty Way, Litchfield, NH 03052.

**PRESENT:** C Couture (Chair), K Douglas (Vice Chair), J Bourque, J Martin, N Fordey, R Meyers (School Board Representative), J Brunelle (Selectmen Representative)

Absent: M.E. Flynn, B Hodgkins, G Lambert

**1. CALL TO ORDER**

Mrs. Couture called the meeting to order at 7:00 p.m.

**• PLEDGE OF ALLEGIANCE**

**2. PUBLIC INPUT**

There was no public input.

**3. REVIEW / ACCEPTANCE OF MINUTES**

**• June 28, 2018**

**MOTION:** by Mrs. Couture?

*Move to approve the minutes of June 28, 2018*

**SECOND:** by Mrs. Douglas

**VOTE: 7-0-0**

**The motion carried.**

**4. CORRESPONDENCE**

Mrs. Couture indicated that she received weekly budget updates from the Town and District financial and enrollment reports that she has forwarded to Committee members.

**5. NEW BUSINESS**

**• Training Opportunity**

Mrs. Couture commented at the last meeting Committee members asked for information regarding training opportunities from NHMA to be presented at one of our meetings. She noted that the Budget Committee hosted a training session with the NHMA, which was very informative. Mrs. Couture indicated she reached out to the NHMA regarding hosting another training at Town Hall and they responded that they do not provide on-site trainings because they host trainings throughout September and encourage members to attend. She mentioned that the training session is a full day workshop and materials are provided. She commented she will make the request earlier next year.

Mrs. Douglas believes a change in their policy should be expressed.

Mrs. Fordey announced she will attend the workshop and will bring back any information.

47 Committee members discussed inviting community members to attend if the Budget Committee  
48 hosts a workshop by the NHMA in the future.

49  
50 Mrs. Couture indicated that when the Committee hosted their event, the community was  
51 encouraged to attend.

52

## 53 **6. REPORTS**

### 54 **• Town Business**

#### 55 **○ General & Financial Update**

56 Mr. Brunelle reported the 2018 budget is on track with no issues.

57

#### 58 **○ Fire Station Update**

59 Mr. Brunelle reported that more work has been completed on the fire station. He indicated the  
60 foundation and site work were completed; framing is being done and the roof trusses are  
61 expected to be delivered soon. He noted the project is well ahead of schedule.

62

63 Mrs. Couture asked when its completion is anticipated. Mr. Brunelle indicated it will be  
64 “buttoned up” for the late fall/winter. He noted it is hoped that the fire station will be completed  
65 over the spring.

66

#### 67 **○ Budget Review Schedule**

68 Mr. Brunelle reported the Board of Selectmen will start the 2019 Town Budget reviews August  
69 27. He indicated they will also start reviewing drafts of warrant articles.

70

71 Mrs. Couture indicated that the Board of Selectmen are slated to review their budget August 27,  
72 September 10, and September 24 with delivery of the Town Budget to the Budget Committee on  
73 October 4. She noted the Budget Committee will review the budget October 4 and 11, and  
74 budget decisions will be made October 25.

75

76 Me. Brunelle mentioned that the police union contract is being negotiated this year. He indicated  
77 the bargaining group met last week to review and set up rules.

78

79 Mrs. Couture commented that on the Municipal Calendar, the deadline for Collective Bargaining  
80 is early in January 2019.

81

82 Mr. Brunelle indicated it is the goal of the Board of Selectmen to deliver the warrants to the  
83 Budget Committee by the Christmas break.

84

85 Mrs. Couture mentioned that the school district will be negotiating two union contracts as well  
86 this year.

87

### 88 **• School Business**

#### 89 **○ General Update**

90 Mr. Meyers reported that the 2018 audit was completed with no significant findings. He  
91 indicated the final audit will be delivered in the winter. He reported that the School Board is

92 discussing Kindergarten and Grade 1 enrollment. He reported at this time there are 79 students  
 93 enrolled in Kindergarten and 89 students enrolled in Grade 1.

94

95 ○ **Financial Update**

96 Mrs. Couture indicated that the financial report will be postponed since Committee members just  
 97 received it and need time to digest the information.

98

99

○ **Summer Projects**

100 Mr. Meyers reported that both the GMS secure vestibule and the Kindergarten portable  
 101 classroom projects are on track and should be ready for the beginning of the school year. He  
 102 noted both projects are within budget. He indicated the fencing at GMS will be installed soon.

103

104 Mr. Meyers reported that a secure entryway for LMS was proposed and the School Board  
 105 authorized funds for the district to get an architectural design. He indicated that the district will  
 106 be applying for a grant from the State.

107

108 Mr. Meyers reported that the schools are professionally staffed at 100%.

109

110 **7. MEMBER INPUT/ NEW BUSINESS**

111 Mrs. Bourque requested an electronic copy of the budget calendar.

112

113 Mrs. Bourque asked what actions will be taken with regard to the Committee member who has  
 114 not attended a single meeting. She mentioned the bylaws state that a member's position is  
 115 vacated when they have missed four unexcused meetings.

116

117 Mrs. Couture indicated that the RSA states when a member has missed four meetings unexcused  
 118 that person is no longer a member of the Budget Committee.

119

120 Mr. Brunelle asked if the Chair had spoken to the member.

121

122 Mrs. Couture indicated that Mrs. Douglas spoke with him and it was expected he would attend  
 123 this evening. She explained that the bylaws state when there is a vacancy the candidate that was  
 124 on the ballot with the next highest amount of votes would be notified, but too much time has  
 125 passed. Mrs. Couture noted that the vacancy can be publicized and she will reach out to former  
 126 members who may have an interest in serving only until the annual election. She commented  
 127 they would have experience and be able to be caught up quickly. She will bring the information  
 128 back to the September meeting.

129

130 Mrs. Bourque commented there has been much discussion on social media about what has been  
 131 happening with our taxes. She indicated this year may serve as a unique opportunity for the  
 132 community to come in and be heard.

133

134 **8. PUBLIC INPUT**

135 There was no public input.

136

137

138           **9.     ADJOURN**

139 **MOTION:** by Mrs. Douglas  
140 *Move to adjourn the meeting.*

141 **SECOND:** by Mrs. Bourque

142 **VOTE: 7-0-0**

143 **The motion carried.**

144

145 **Next meeting:           August 23, 2018**

146

147 The meeting was adjourned at 7:23 p.m.

148

149 **Recorded by:           Michele E. Flynn, Recording Secretary**

150

151 **Approved:**

DRAFT