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## BUDGET COMMITTEE

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**Committee Members:**

DANA GRAY CHAIRMAN  
JONATHAN WAUGH, VICE-CHAIRMAN  
MEG GARDNER, SECRETARY  
WILLIAM BURNS  
LEN VAN GAASBEEK, JR.  
LENNY VAN GAASBEEK III  
BRETT DAVIS, SR.

### **Minutes of Budget Committee Meeting 1 December 2014**

**Call to Order:** The meeting was called to order at 7:00 PM at the Community Building.

**Roll Call:** Dana Gray, William Burns, Len VanGaasbeek Jr., Lenny VanGaasbeek III, Brett Davis Sr., Jon Waugh.

Also present: Selectmen Brian Atkinson, Dave McCubrey, River Payne.

**New Business:** Mr. Gray asked for a motion to suspend the agenda to go directly to meeting with the selectmen. Motion carried unanimously.

Mr. Gray presented to the selectmen a draft of a proposed new budget request form to be used by all department heads, showing the previous year's appropriation and expenditures, the actual expenditures so far this fiscal year, and the request for the new year, all broken down by subaccount. Mr. Atkinson noted that it will take some time to use the new format, and it might not be done by January 1. Mr. McCubrey suggested they try to use the new form as much as possible this year, with the goal of having all departments on board with it for next year's budget process. This was agreeable to all, and no changes were suggested to the proposed new form. Mr. Gray will email the new format to Mr. McCubrey.

In addressing the requests from non-profits, Mr. Gray suggested that this form would probably not be appropriate, and will develop a draft of a simple form to send to non-profits this year. Important to be included: how much money did they receive from Hollis last year, what benefit did the town receive for that money, and a general description of services offered and funding received from other sources. Some agencies provided a huge unnecessary amount of information in previous years.

Mr. Gray asked if the selectmen can come up with an estimate of the total budget for 15-16 based on information to date plus best guess estimates of unknowns such as the SAD6 budget. The selectmen noted there are many variables to be considered, such as an increase in the cost of insurance, but they can come up with an estimate. Mr. Gray noted that this would allow the budget committee members to know the total amount to be spent, to know the bottom line figure to be considered as each budget request is presented to them for review.

Mr. Gray asked if it would be possible to ask each department head to be present when the committee considers each department's budget, so any questions from committee members could be addressed directly. The selectmen agreed that this would be possible.

Mr. Gray also asked if committee members could be provided with some sort of job description for each position, to be considered as each department's budget request is presented. The selectmen agreed that they can provide whatever information they have, although there are not yet official job descriptions for each position at this time. Meg Gardner has volunteered to help with the process of developing official job descriptions for each position, both elected and hired, both hourly and salaried.

Mr. Gray thanked the selectmen for their participation tonight, and returned to the agenda.

**Minutes:**

1. Minutes of workshop 4-14-14. Motion to approve, carried by a vote of 4-0-2.
2. Minutes of workshop 4-28-14. Motion to approve, carried by a vote of 4-0-2.
3. Minutes of regular meeting 11-10-14. Motion to approve, carried 5-0-1.

**Old Business:** Review of Budget Committee By-Laws. The committee voted unanimously to table this item for consideration at the next meeting.

**Plan for Next Meeting:** The next meeting will be on Monday, January 5, at 7:00. At that time the committee expects to have the "big picture" figure from the selectmen, as well as the projected wages. If an interim meeting is deemed necessary, Mr. Gray will notify all members.

**Adjourn:** The meeting was adjourned 8:42 PM.

Minutes submitted by Martha Turner, Secretary.  
Approved by Budget Committee