



BUDGET COMMITTEE

Committee Members:

DANA GRAY CHAIR
JACK ROGALA VICE CHAIR
MEG GARDNER
LEN VAN GAASBEEK, JR.
LENNY VAN GAASBEEK III
BRETT DAVIS, SR.
TROY HANSON

Minutes of Budget Committee Meeting 30 November 2015

Call to Order: A quorum being present, the meeting was called to order at 7:07 PM by Dana Gray.

Present: Dana Gray, Meg Gardner, Len VanGaasbeek Jr., Lenny VanGaasbeek III, Brett Davis Sr., and Jack Rogala.

Absent: Troy Hanson.

Election of Officers: Mr. Davis nominated Dana Gray for the position of Chair. The motion was seconded, and carried 5-0-1 with Mr. Gray abstaining.

Len Jr. nominated Jack Rogala for the position of Vice Chair. The motion was seconded, and carried 5-0-1 with Mr. Rogala abstaining.

Mr. Gray suggested that since the Budget Committee has a non-voting hired recording secretary, there is no need to elect a Committee member as Secretary. Len Jr. voiced his objection to this idea, citing the Budget Committee Ordinance which requires a Secretary to be elected from the members.

Mr. Gray briefly reviewed committee procedures according to Roberts Rules of Order, with a reminder that any member can say "point of order" to protest a breach of rules or conduct at any time during a meeting. Mr. Gray advised all members to review the Budget Committee Ordinance and Bylaws, and bring forward any questions that may arise.

Review of Minutes: Review of minutes from the special meeting held on 6-22-15. Len Jr. moved to accept the minutes as presented. The motion was seconded, and carried 6-0-0.

Correspondence: None

Business Agenda: Mr. Gray distributed copies of the newest non-municipal request form. He also distributed two samples of new municipal request form which includes an additional section at the bottom, separated by a heavy dotted line. This lower portion is for clarification information for the Committee's use, but this information will not appear on the warrant.

Mr. Gray noted that several towns are now placing definitions and descriptive explanations of warrant articles directly on the ballot under each article. This would help voters understand complex items such as LD 1. For the next meeting he will bring examples from other towns.

Mr. Gray asked the Select Board to present the municipal requests grouped according to how they would like them to appear on the warrant, perhaps starting with the largest budget items first. Mr. Gray will provide a spreadsheet to be updated after each Committee meeting. He emphasized that all decisions at these meetings will be "preliminary approvals" until all items have been reviewed. He asked the Select Board to come up with a total budget target number for the next meeting. He also reiterated last year's Budget Committee requests for job descriptions and an organizational chart. Mr. Gray suggested that all capital requests be considered together at one meeting. He will create a sample capital request form.

New Business: The Hollis Long Range Planning Committee is now becoming an official town committee. Their next meeting will be on Tuesday, December 8, at which time the Town Clerk will swear in the members, and representatives from Southern Maine Planning and Development Commission will be present to answer questions re: TIF and Comprehensive Plan. The Hollis Fest planning is now a separate committee.

The lower level of the Hollis Community Building is not available for any meetings for an indefinite period, so all televised meetings will be held at the Saco River Community Television Studio. Select Board meetings that are held in the upper level of the Community Building will not be televised live, but will be recorded for future broadcast.

Discussion of Finance Committee vs. Budget Committee. Several years ago the town voted to create a "Finance Committee" to consist of five appointed members to analyze and reconcile regular monthly financial statements, to determine if the town is spending money properly in the way that was approved by the voters. This committee was never created. Mr. McCubrey stated the Selectmen at that time were looking for accountants with forensic auditing experience. He noted that at this time, the monthly bank statements are reviewed and reconciled by the Assessor, Deb Stitson. If the Budget Committee would like to review quarterly or semi-annual reports, this would require changing the Budget Committee Ordinance.

Mr. Gray suggested a new way to handle warrant articles on which the Budget Committee and the Select Board disagree. For example, if the Warrant Article states that the ABC Department requests X amount of money, and the Select Board agrees but the Budget Committee disagrees, the voters currently have the choice only of voting along with the Select Board, or voting against, which would not provide any funding at all for that department. Mr. Gray suggests that in such a situation, two separate warrant articles could be written - one indicating the amount recommended by the Select Board and another indicating the amount recommended by the Budget Committee, so the voters could choose.

Next Meeting: Tuesday, December 14, at 7:00 PM.

Adjourn: The meeting was adjourned at 8:25 PM.

Minutes submitted by Martha Turner, Secretary
Approved as amended 12-14-15