



Minutes of Budget Committee Meeting 14 December 2015

Call to Order: A quorum being present, the meeting was called to order at 7:08 PM by Dana Gray.

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

Absent: Jack Rogala, Troy Hanson

Select Board members: Dave McCubrey, River Payne

Review of Minutes:

Len Jr. noted that the election of officers on 11/30/15 was not held according to the Ordinance. He pointed out that Section 3.A. of the Budget Committee Ordinance, amended June 2014, states: "The Committee shall annually elect a Chair, Vice Chair, and a Secretary from among its members." He asked that the minutes of the meeting be amended to express his objection. Under "Election of Officers" paragraph three will be amended to read as follows: ***"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."***

A motion was made and seconded to accept the minutes of 11/30/15 as amended. The motion carried 5-0-0.

A motion was made and seconded to elect a Secretary from among the Budget Committee members. Jack Rogala and Meg Gardner were nominated. The final vote was 3 for Mr. Rogala, 1 for Ms. Gardner, with 1 abstaining. Mr. Rogala is now officially the Vice Chair and the Secretary.

A motion was made and seconded to amend the Ordinance to state that the Vice Chair shall also serve as Secretary in the absence of a hired recording secretary. The motion was seconded, and carried 5-0-0.

Correspondence: None

New Business: (1) The Select Board presented information regarding problems with the mold remediation process at the Hollis Community Building, and presented a draft of a proposed Warrant Article for a Special Town Meeting regarding authorization of funds for repairs. After discussions, the proposed summary wording is as follows:

"Shall the Town vote to authorize the Select Board to spend up to \$60,000 from the Undesignated Fund Balance to: (1) complete necessary mold remediation and (2) upon completion of the remediation obtain proposals to make the necessary restoration repairs to the Hollis Community Building?"

Mr. McCubrey and Ms. Payne explained that black mold was discovered in November by the contractor hired for construction of the new video room on the lower level of the Community Building. Further exploration found mold on the walls and in the baseboards, in the furnace room and in the restrooms. The entire lower level was then closed off. ServPro was called in for the removal. Air scrubbers are running. Abatement Professionals tested for asbestos and found none. Although the Town had some funds available for building maintenance and repair, those funds have now been exhausted.



Ms. Payne noted that since the Town of Hollis does not have a charter, it is possible to hold an old fashioned open-floor town meeting, with a notice of only 7 days required.

Although ServPro has completed the removal of all mold-containing materials, they are not master plumbers, which will be necessary to put everything back together. Bids will be solicited for the non-emergency portions of the repairs. A claim with MMA, the town's insurer, was initiated immediately upon the first mold discovery. Mr. Davis noted that there is usually a cap on the benefits paid for such a claim.

A motion was made to approve the proposed warrant article, with Ms. Payne to determine the exact wording. The motion was seconded, and carried 4-1-0.

New Business: (2) Mr. Gray distributed a draft of a proposed Capital Project Scope Sheet, which would provide Budget Committee members with all the information they would need to consider any capital project request. Len Jr. suggested that if there are multiple capital projects before the Committee, they should be grouped together and all considered at one meeting. The Committee also reviewed the new version of the Department Budget Request Form, which includes an area below the dashed line to include supporting information that doesn't appear above. A motion was made to approve both of these templates. The motion was seconded, and carried 5-0-0.

New Business: (3) The Select Board presented a draft of the 16-17 Tax Levy Estimate, using known numbers plus best guess estimates. It is desirable to keep the budget within the State's LD 1 limit. Mr. McCubrey stated that the Select Board has not yet decided on a wage increase for Town employees, and asked for the Committee's input. He noted that last year the Town approved a raise of 2%, and the previous year it was an increase of \$.25/hour across the board. He also noted that health insurance costs will increase by 8.25% on January 1. Dana pointed out that due to the "Inflation Index" there will be no increase next year in Social Security benefits. There followed a discussion of wages for elected officials vs. those who are hired or appointed.

Old Business: The 2016/2017 Budget Summary spreadsheet was discussed. Mr. Gray asked Committee members to ignore the first two columns, which he just uses for sorting purposes. The numbers in column 5 "ART old" refer to how the account Articles were grouped on last year's warrant.

Discussion of column 7 "Dept Rep? Y-N-S." Committee members agreed that they would like the Select Board to represent town departments at all Budget Committee meetings except the meeting at which the non-profits are discussed. In addition, the presence of Department Heads is requested for the following accounts: 0103, 0104, 0105, 0106, 0300, 2370, 2400, 2500; 1200, 1219; 0500, 0600, 0601; 0800, 0810. It would also be helpful to have Deb Stitson, Assessor, present for the TIF item.

Next Meeting: Monday, Jan. 11, 2016, and weekly thereafter. Len Jr. asked the Select Board to look into why the fire station on Plains Road cannot be used for meetings, as it is supposed to have been wired for broadcast as part of the town's agreement with Time Warner.

Adjourn: The meeting was adjourned at 8:45 PM.

Minutes submitted by Martha Turner, Executive Secretary
Approved by Budget Committee on 11-11-16