CALL TO ORDER
J. Hyde called the meeting to order at 6:35 pm

ATTENDANCE
Jason Hyde, Chair, Brian Soucy, Chris Morneau, and Rick Ross
Absent: Adam Gianunzio

APPROVAL OF THE MINUTES
C. Morneau motioned to approve the minutes of October 22, 2019 as amended. Seconded by E. Axelman.
Roll Call Vote unanimously in favor.7:0 R. Ross abstained

OPPORTUNITY FOR THE PUBLIC
No comments

NEW BUSINESS
Municipal Budget Review
Jason Cohen, Director of Support Services for Block V.
B. Soucy asked about moving to the hosted platform for the Town office employees?

Jason Cohen: What is now in place is open license agreement with Microsoft 2010. Microsoft has ended support and we recommend the Town move to the subscriptions that they offer. There are two (2) options. We can get a new open agreement with Microsoft which would be for 40 desktops; we need 40 licenses for $450/ea and they are perpetual but at their mercy for updates. We recommend they take advantage to 365 licenses that can be assigned by users. It can be on up to five devices.
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Include the Fire and Town Hall, we have 53 devices. If we did all desktops and laptops it would be $23,850. Because the software that is out there is no longer supported; this is something we need to do within the year.
The Police are not included because their data has to be protected in a specific way that is provided by the FBI. That requires us to keep all information in US data centers. When set up, they have separate licensing and that entitles them to the software.
Everyone in town has a mailbox which is $5/month and to add the software it is an additional $7.50/mo. The great thing about the subscription base is you can add and remove these subscriptions as you want.
$26,000 was the estimate from last summer if every user, which would be 156 of which are town officials and others that may not need all the software.
The most recent number from a conversation with Block V and sharing may be more practical.

C. Soucie: The Town Council voted to increase the insurance lines.
The Health Insurance rates were 8.3% higher for the 2021 calendar year.
The increase is $100,076. Council increased the recommended budget plus $10,588 for property liability. The new Council budget is $18,310,664.
The Budget Committee's budget is $82,220 above Council’s budget.
At next the Council meeting, the Council will decide what to do with the surplus health insurance funds.

J. Hyde motioned to increase the Budget Committee budget by $110,664 for increase in Health and Liability Insurance. Seconded by C. Morneau.
(New total $18,392,884)
C. Soucie: This would not be added to the default budget because the Health Insurance is not a separate warrant article and it is not mandated by law, so it doesn’t go into the default.

Roll Call
C. Morneau Yes
M. Yakubovich Yes
L. Amadeo Yes
R. Ross Yes
K. Salvas Yes
G. Martins Yes
B. Soucy Yes
E. Axelman Yes
J. Hyde Yes
9:0 motion carried unanimously
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J. Hyde asked for the Council’s decision on the Assessor’s request to add $50,000 to their budget.

Andre Garron stated that the request was withdrawn and will be placed in the budget next year.

C. Soucie: The debt and interest is due to the TIF District and there are offsetting funds. The Bond was for some engineering and the construction of infrastructure. We have only spent $750,000 of which most is going to engineering costs (50 or 60% complete).

Budget Committee Budget - $7780.

**J. Hyde motioned to reduce the board stipends Public officials by $400 to $1450. Seconded by C. Morneau.**

* R. Ross Yes
* E. Axelman Yes
* K. Salvas Yes
* C. Morneau Yes
* C. Soucy Yes
* G. Martins Yes
* M. Yakubovich Yes
* L. Amadeo Yes
* J. Hyde Yes

9:0 motion carried unanimously

Debt and Leases:
C. Soucie: The excavator is done. The Fire Truck and Safety Center Improvements (Police renovations 10 years). The TIF Sewer. Interest went down

Cemetery - $1600
Ground maintenance increased from $1 to $950 for granite marker posts and pins.

**Conservation Commission** – Level funded

*J. Hyde motioned to reduce 001-670.4611-540 advertising $249 to $1. Seconded by C. Morneau*

J. Hyde stated it doesn’t appear that they are spending that line.

**Roll Call**

* G. Martins No
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B. Soucy  Yes
L. Amadeo  No
C. Morneau  Yes
M. Yakubovich  Yes
R. Ross  Yes
E. Axelman  Yes
K. Salvas  No
J. Hyde  Yes

6:3 motion carried

J. Hyde motioned to reduce 001-670.4611-550 Printing by $200 to $50. Seconded by C. Morneau

J. Hyde stated they have historically only spent $12

Roll Call
E. Axelman  Yes
B. Soucy  Yes
R. Ross  Yes
K. Salvas  Yes
M. Yakubovich  Yes
G. Martins  No
C. Morneau  Yes
L. Amadeo  Yes
J. Hyde  Yes

8:1 motion carried

J. Hyde motioned to reduce line 001-670. 4611-751 new equipment by $149 to $1. Seconded by C. Morneau

J. Hyde stated that historically nothing has been spent.

Roll Call
L. Amadeo  No
R. Ross  Yes
G. Martins  No
E. Axelman  Yes
M. Yakubovich  Yes
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K. Salvas  Yes  
C. Morneau  Yes  
B. Soucy  Yes  
J. Hyde  Yes  
7:2 motion carried

Waste Water
Bruce Kudrick
John Clark, Assistant Superintendent
Ken Conaty, Superintendent

K. Conaty reviewed the Waste water budget.
Wages increased because some overtime had not been accounted for. Retirement increased. The electricity decreased to the number 2 years ago. The hauling of bio solids is back up. That is very expensive. If where we haul closes, the cost could double.

J. Hyde: The electricity is up from 2019/20 and 2020/2021 which is higher due to the dryer use. How did that go?

K. Conaty: We were hauling 31 tons/week and now we are hauling 7 tons every other week. The number for cost per hours and savings will be significant if we go in this direction.

J. Hyde: Are the budget numbers done assuming we are keeping this process?

K. Conaty: We don’t own the machine and the pilot is done in May. We budgeted without this equipment. We are looking into buying one and we are looking at the next size up. We haven’t discussed where the funds would come from. We are using a belt press now. We may get a de-watering loan along with the dryer.
The machine is about $600,000.
We are required to test the sludge and we must do it four (4) times per year.

J. Hyde: What has been spent this year vs prior years?

D. Conaty: We are up because our machine was down and we had an increase in hauling. We are hoping to level out as we use the machine until May.

K. Conaty: Capital replacement program was increased for $30,000.
J. Hyde: What was spent this year for legal?

K. Conety: We spent $25,000 working on some easements. We will probably spend $50,000 by the end of the year.

B. Soucy requested in the future they provide some historical data in the budget as well as current actuals.

J. Hyde asked what was budgeted for fuel?

K. Conety: We budget 2.50 regular and 2.75 diesel.

J. Hyde requested the amount of fuel be emailed to the secretary. The phone was 11,900 and budget 14,400.

The Sewer Commission will send the budget electronically.

K. Conaty: State Revolving Loan. The State came up with a new policy, you used to have 90 days. Because Rte 3 has been delayed, we have to start making payment before the project starts.

B. Soucy asked the Sewer Commission to provide the numbers for heating fuel and the year to date for legal.

SCHOOL DISTRICT BUDGET

J. Hyde motioned to formally request the Hooksett School Board provide information regarding the 2021/2022 budget to include the following:

- Excel version of the budget proposal including the following columns –
  -3 plus years of actual expense if available
  - current budget columns and year to date column
  - 2019/2020 actual spent column and the 2019/2020 adopted column
  - the 2022 administration proposal column
  - 2021/22 school proposal column
- The printed books (9 binders) in the same format the School Board received to include the Administration Proposed budget and the School Board’s Approved budget
- 10 years of enrollment data for K through 12
- PDF of the HEA SPEA contracts
- Payroll and Vendor list of 2019/2020
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- Any department head or teacher request for material or software that exists in any format that exists.

All items to be delivered to the Budget Committee by November 5th per RSA 32.
Seconded C. Morneau.

K. Salvas: I hope the entire committee is aware that they would provide the information by November 6th. Amy has already sent you the information you requested. The rest of the information will be sent by November 6th.

Roll Call
B. Soucy  Yes
G. Martins No
K. Salvas No
L. Amadeo No
E. Axelman Yes
M. Yakubovich Yes
C. Morneau Yes
R. Ross Yes
J. Hyde Yes

6:3 motion carried

Budget Committee secretary to forward the request to P. Denbow, J. Hyde and K. Salvas.

OTHER BUSINESS
Procedure for filling Budget Committee vacancies

B. Soucy motioned to approve the draft the vacancy procedure as presented. Seconded by C. Morneau.

C. Morneau  Yes
M. Yakubovich  Yes
L. Amadeo  Yes
R. Ross  Yes
K. Salvas  Yes
G. Martins  Yes
B. Soucy  Yes
E. Axelman  Yes
J. Hyde  Yes
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9:0 motion carried unanimously

ADJOURNMENT
C. Morneau motion to adjourn at 9:05. Seconded by B. Soucy.
Roll Call unanimously in favor

Respectfully submitted

Lee Ann Moynihan