

## Sanbornton Municipal Budget Committee

**Meeting Date and Time:** Tuesday April 4 2017, Sanbornton Town Offices

Present: Selectmen Representative Karen Ober, Craig Davis, Ralph Rathjen, Earl Leighton, Justin Barriault, and Craig Weisman.

Absent: John Vorel

Chair Ralph Rathjen called the meeting to order at 7:10 pm. All in attendance recited the Pledge of Allegiance.

**Approval of draft minutes of 2/14 and 2/20** – Earl Leighton made a motion to approve the draft minutes of 2/20. Craig Davis seconded the motion and the motion passed, with Selectman Ober abstaining. Ralph Rathjen made a motion to approve the draft minutes of 2/14. Justin Barriault seconded the motion and the motion passed, with Selectman Ober and Earl Leighton abstaining.

### New Business

- a. **Election of Chair and Vice Chair** – Craig Davis made a motion to elect Ralph Rathjen as Chair, as he was last year. Justin Barriault seconded the motion and the motion passed, with Ralph Rathjen abstaining. Craig Davis made a motion to elect Earl Leighton as Vice Chair. Craig Weisman seconded the motion and the motion passed, with Earl Leighton abstaining.
- b. **Recommendations for Budget Committee scheduling** – Earl Leighton suggested scheduling the Budget Committee meetings for the same day each month. He also suggested more meetings so the Committee can see how the department budgets are being spent throughout the fiscal year. He also stated that the group used to receive quarterly reports which were helpful in spotting overages or under-spent line items throughout the year. The Committee agreed to meet the 3<sup>rd</sup> Monday of the month regularly beginning in August through January. Earl Leighton also noted that it would be useful to have two meetings in December and January and schedule department heads to attend when their budgets will be discussed. The rest of the Committee agreed.

Craig Davis made a motion to approve the following meeting schedule. Earl Leighton seconded the motion and the motion passed unanimously.

Monday May 22<sup>nd</sup> at 7:00  
Monday September 11<sup>th</sup> at 5:30 – Joint meeting with BOS  
Monday September 18<sup>th</sup> at 7:00  
Monday October 16<sup>th</sup> at 7:00  
Monday November 20<sup>th</sup> at 7:00  
Monday December 4<sup>th</sup> at 7:00  
Monday December 18<sup>th</sup> at 7:00  
Monday January 8<sup>th</sup> at 7:00  
Monday January 15<sup>th</sup> at 7:00  
Tuesday January 16<sup>th</sup> at 5:30 – Joint meeting with BOS  
Tuesday February 6<sup>th</sup> at 6:00 – Public Hearing to begin at 7:00

- c. **Recommendations for Budget Committee procedures** -Ralph Rathjen stated Moderator Tim Lang had suggested explaining the role of revenue in the budgeting process. Another suggestion from a resident was to include the actual vote counts from

the Budget Committee and Board of Selectmen for recommending or not recommending voting articles. This will be on the agenda with the first joint meeting with the Board of Selectmen. Craig Davis stated that he has spoken with Nina Gardner regarding the School Board's procedures, and those members are assigned to learn more about certain school departments on a rotating schedule, which may work well for the Budget Committee as well. He suggested that Ralph Rathjen and Earl Leighton be assigned to the Highway and Transfer Station Departments, Craig Davis and Craig Weisman be assigned to the Police and Fire Departments, and Justin Barriault and John Vorel be assigned to the Library and Recreation Department. Craig Davis made a motion to divide the departments according to this list and Ralph Rathjen seconded the motion. The motion passed unanimously.

**Other Business**

- a. **Budget Committee cuts** – Selectman Karen Ober stated that the Budget Committee had cut the Board of Selectmen's line item for landfill testing next fiscal year. She explained that the quote the BOS has received for landfill testing is higher now and they will need to make an adjustment to move money into that fund. Ralph Rathjen explained that the historical data for that line item showed that the line was underspent in the past several years. Selectman Ober stated that double testing is needed this year which is the reason for the overage.
- b. **Code of Ethics-** Selectman Ober explained that a Code of Ethics should be added to the Budget Committee Bylaws which will include a statement regarding social media. She stated that minutes had been posted on social media before the Board of Selectmen were aware. Ralph Rathjen noted that any audience member can record a public meeting, but agreed that elected officials should be aware of the Code of Ethics.

**Meeting adjourned.** The next meeting is scheduled for Monday, May 22<sup>nd</sup> at 7:00.

Respectfully Submitted,

Audry Barriault, Budget Committee Secretary