

MINUTES

Sanbornton Budget Committee

Meeting Date and Time: Tuesday, April 16th, 2024 6:30pm

Meeting Place: Old Town Hall, 19 Meeting House Hill Rd, Sanbornton NH

Present: Kate Osgood, Dick Gardner, Selectman Glenn Frederick, Christine Gagnon, Bob Silvia, Chris Abbott, Jason Plant, Joe Bodwell, Dick Gardner

- a. **Election of Chair/Vice Chair** – Christine Gagnon made a motion to nominate Bob Silvia as Chair. Dick Gardner seconded the motion and the motion passed unanimously. Christine Gagnon nominated herself as Vice Chair. Bob Silvia seconded the motion and the motion passed unanimously.
- b. **Training** – Chair Silvia stated that there is upcoming training in Littleton on September 19th and Derryfield on September 10th. Members can contact him to sign up for one of the dates. Kate stated that there may be an online-only option but she suggests in-person training.
- c. **FY26 budget process** – Dick Gardner stated that department heads need to know that the Budget Committee will be firm on deadlines and that a letter should be sent to them about this. Kate stated that there should be repercussions for department heads that turn in budgets late and that department heads can't begin budgeting for the next year until August when the actuals from the previous fiscal year are available. She added that meeting with the department heads during the summer may be helpful to get background about their budgets before the budget review process starts.

Chair Silvia stated that he would like to meet with the Selectmen earlier to discuss goals for the budget. Selectman Glenn Frederick, now the BOS liaison for the Budget Committee, stated that there will be a meeting with department heads about how to proceed with reducing their FY25 budgets on May 1st. Members discussed drafting a letter as Dick mentioned and sending it after July 1st. Dick Gardner made a motion to draft a letter informing department heads about the FY26 budgeting process and expected deadlines. Christine Gagnon seconded the motion and the motion passed unanimously. Chair Silvia will draft the letter and members will meet to finalize it on June 18th at 6:30pm.

Chair Silvia asked if the BOS plans to keep the 6% pay matrix adjustment FY25 even though the total budget needs to be reduced and Selectman Frederick responded Yes. Julie Lonergan stated that having all the Budget Committee meetings posted at the start of the process would be helpful for the public to be able to participate. She added that residents at Town Meeting expressed that they would like to see the budget earlier to have a chance to review it and Kate responded that the Town Administrator needs to send it to the Budget Committee earlier. Selectman Frederick will ask the BOS when they would like to have a joint meeting with the Budget Committee about FY26.

- d. **Upcoming meetings** – Chair Silvia asked that members thoroughly review the Budget Committee Guidelines document for the meeting on June 18th. Members will finalize the letter to department heads at that meeting as well.

Meeting adjourned at 7:31pm.

Respectfully submitted,
Audry Barriault