

MINUTES OF THE APRIL 15, 2020 SELECT BOARD MEETING

MEMBERS PARTICIPATING VIA CONFERENCE CALL: Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy, Board member Allison Knab along with Town Administrator David Moore and Finance Administrator Dawna Duhamel.

One member of the public was on the call.

The Board Chair opened the meeting at 3:15 p.m. and gave an introduction to the all remote meeting. He indicated all members of the Select Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # (877) 205 7349 and passcode 2254.

Via the meeting notice, we provide the information necessary information for accessing the meeting, including how to access the meeting via conference call. He asked the public to contact the Town Administrator David Moore by calling 603 772-4741 ext. 187 if you have any problem with accessing this phone call during the meeting.

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

MINUTES

Ms. Knab motioned to approve the minutes of 3/23/2020 and 4/6/2020, both as amended. Mr. Lovejoy seconded the motion which passed unanimously.

NEW BUSINESS

Mr. Moore had previously distributed a Performance Agreement for Lindt. Upon hearing no questions, Mr. Lovejoy motioned to approve the Agreement. Ms. Knab seconded the motion which passed unanimously.

The Chair recognized Town Administrator David Moore to begin the budget discussion. Mr. Moore reminded the Board the meeting was designed as a brief follow-up to the Board's April 6th meeting to confirm direction with regard to a revised spending plan for the Town following the public health emergency and the lack of a Town Meeting appropriation. Mr. Moore and Ms. Duhamel spoke to the plan, which included a bottom line operating budget of \$7,478,991; an amount equal to the gross appropriation for 2019 plus increased costs for debt service. They shared a year-to-date budget report showing expenditures as 23.63% expended as of March 31st (25% of the way through the fiscal year). The budget also reflected a reduction in revenues from a variety of sources totaling 12%. The revised spending plan includes significant reductions affecting the annual paving budget, reductions in training budgets, a reduction in the compensation adjustment program, and other reductions. It also includes increased in expenditures for direct public assistance (welfare) based on the experience of the most recent economic downturn. The Board agreed the materials presented reflected the Board's

direction. The Board and staff discussed how, as more becomes known about state revenues, more cuts may need to be made or alternatively some investments allowed to move forward. More will be known following an appropriation from the Town meeting in May, or a later date. Meanwhile, the Board sees the need to manage expenditures in order to be able to respond to many “unknowns”. Revenues will also be closely monitored as they may come in above or below the projected 12% decrease. The Board and the Town Administrator discussed efforts to monitor legislative action emanating from the public health emergency and municipal governance and finance. In addition, the staff is monitoring assistance from FEMA, the state and federal government, when it comes to aid to municipalities.

Ms. Knab moved to enter into non-public session in accordance with RSA 91A:3, II(a); Mr. Lovejoy seconded the motion. Via roll call vote, all voted in favor.

The Board ended the public teleconference call, and entered into non-public session via a non-public conference call number.

The Board reentered public session at 4:12 p.m. Ms. Knab moved to seal the minutes determining that failure to do so would render a proposed action ineffective. Via roll call vote, all voted in favor.

The Board then resumed on the teleconference call number published on the agenda.

Mr. Moore provided a brief update about work being carried out to add electronic payment capacity for the building inspection office; via consensus the Board agreed it was warranted and approved moving forward.

Mr. Houghton asked a clarifying question about the timing of distribution of default budgets to department heads. Mr. Moore indicated it would be this week.

Ms. Knab move to adjourn the meeting at 4:19 p.m. Mr. Lovejoy seconded the motion.

Respectfully submitted,
Karen Richard
Recording Secretary