

**MINUTES OF MEETING
MUNICIPAL BUDGET COMMITTEE
May 18, 2016**

A meeting of the Municipal Budget Committee was called to order at 6:30 PM in the Professional Development Room at Kennett Middle School with the following members present: Chairman Joe Mosca, Doug Swett, Dick Klement, Mark Hounsell, John Edgerton, Pat Swett, Bill Marvel, John Colbath, Jim LeFebvre, Bill Masters, Terry McCarthy, Michael Fougere and Steven Steiner. Excused: Peter Donohue and Pat Kittle. Absent: Christopher DeVries.

Joe Mosca led those present in the Pledge of Allegiance.

ELECTIONS

Acting Chairman Joe Mosca stated that the Chairman position would be vacated and that Mark Hounsell would act as Chairman Pro Tem for nominations. Chairman Pro Tem Hounsell opened nominations for the position of Chairman.

Dick Klement nominated Joe Mosca for the position of Chairman, seconded by Steven Steiner.

Chairman Pro Tem Hounsell asked for further nominations for the position of Chairman.

Pat Swett moved to close nominations, seconded by Steven Steiner. Motion carried unanimously.

Joe Mosca was voted unanimously as the Chairman of the Conway Municipal Budget Committee for the 2016/17 Budget Year.

Pat Swett nominated Jim LeFebvre for the position of Vice Chairman, seconded by Doug Swett.

Chairman Joe Mosca asked for further nominations for the position of Vice Chairman.

Jim LeFebvre was voted unanimously as the Vice Chairman of the Conway Municipal Budget Committee for the 2016/17 Budget Year.

Chairman Mosca stated that last year we didn't do this and he wasn't going to do it this year either, but last year we didn't do it and should have, go around the room and have everyone introduce themselves. He believes that everyone that was present knows each other. Michael Fougere is back and he was here the year before last and Steven Steiner is also back and he was here the year before last. Chairman asked if everyone knew everyone sitting at the table.

Mark Hounsell stated that although those present may know each other, those watching may not know us and we just might want to introduce

ourselves. Chairman Mosca stated okay, let's go one time around the room. All members present introduced themselves.

Chairman Mosca stated he would like to thank Danielle Richey and Frank McCarthy for their years of service on the Board as they are no longer here with us, but he knows they are out there watching. Chairman further wished Danielle good luck with her practice and wished Frank good luck with representing us in Concord as we appreciate your work.

Chairman Mosca stated he would like to talk about the Committee's next meeting which he would like to call for August 10, 2016 and what we would do at that meeting is have the Town come in and give a mid-year report and have the School come in and give a year end report and would also establish our schedule for the year. Chairman asked if everyone was good with that. There were no objections to have August 10, 2016 as the next meeting date.

Dick Klement asked Chairman Mosca to ask the School for an update on the construction at John Fuller. Chairman stated he was glad that Dick brought that up as he had received an email from Jim Hill and what he would like to do is have this Committee meet early, or anybody that wants to, to meet early that night at John Fuller and have a tour as to what is going on. Chairman was sure that Jim Hill would be more than happy to come back to the meeting afterwards and give an update as to what is going on. Jim Hill did reach out to the Chairman with that if anybody would like to do that on that evening. Chairman will get in touch with Jim Hill and let him know that the members are going to do it. Members could meet at John Fuller at 5:30 PM and then be here at 6:30 PM for those that want to do and see what is going on. Otherwise, we will have Jim Hill here to give an update also.

Chairman Mosca stated that as far as the Committee's schedule goes, we have been meeting on Wednesdays for as long as he has been here he believed. The School Board meets on Mondays, the Selectmen meet on Tuesdays and we have pretty much met on Wednesdays. Chairman asked if that was still good for everybody. Steven Steiner stated that he is the alternate on the Zoning Board and, like tonight, he has to be at a meeting at 7:00 PM. Chairman stated we would keep it for Wednesday nights if that was good for everybody. He will put a schedule together which will pretty much mimic the last two years, have that emailed out to everybody before the August meeting so that everybody has it and then we will go from there.

APPROVAL OF MINUTES

Jim LeFebvre moved, seconded by Dick Klement, that the Minutes of February 10, 2016 be accepted. In favor: 10; Opposed: 0; Abstain: 3 - Mark Hounsell, Michael Fougere and Steven Steiner.

Jim LeFebvre moved, seconded by Dick Klement, that the Minutes of February 11, 2016 be accepted. In favor: 10; Opposed: 0; Abstain: 3 - Bill Masters, Michael Fougere and Steven Steiner.

Jim LeFebvre moved, seconded by John Colbath, that the Minutes of March 30, 2016 be accepted. In favor: 9; Opposed: 0; Abstain: 4 - Pat Swett, Doug Swett, Michael Fougere and Steven Steiner.

Chairman Mosca stated while we are on the issue of Minutes, he has been looking at other Minutes from other Town Departments and ours by far are the most lengthy and most wordy and he knows that was something that this Committee has wanted in the past. Chairman asked if that was something the members wanted to continue to do or is it something that we don't need to have the Minutes verbatim as they are and maybe something more along what other Departments do.

John Colbath stated Point of Order. We say that we use Roberts Rules of Order and in Roberts Rules of Order, the Minutes should not contain any discussion, they should only contain conclusions.

Mark Hounsell stated we don't record what we say, we only record what we do in acceptable Minutes; although there is a value to getting verbatim. Most minute takers can't capture verbatim unless they are a stenographer or someone who is really trained in it. He is amazed at how well Iris (Bowden) keeps verbatim Minutes in the manner in which she does. If there is a value to it, we are fortunate because we have someone such as Iris, but he was not sure if it was necessary for record keeping.

Bill Marvel stated this is very time consuming to read and he does however appreciate the verbatim nature of them except when Iris (Bowden) records exactly what he misstated. He has gone to the School Board for Minutes when he knows very well that a certain thing was said and can't find it. By the same token, it is also very costly and he was sure that it takes hours.

John Colbath stated there is a video recording. Chairman Mosca agreed that there is a video recording if we need to go back and get something. John Colbath stated if you want to pay the money. Chairman stated Iris (Bowden) gets the video any way, so that's something that is part of the record. Bill Marvel stated in that case, he was worried that they tape over stuff. Chairman stated that Iris always gets a copy.

John Edgerton stated he would like to see if it is over 10 pages can we get a copy at the Town Hall. Copying 32 pages on his computer, he runs out of paper in a hurry.

Chairman Mosca stated that was why he was saying do we really need it. He didn't know if this Committee needed to keep doing what it has been doing especially if we have the back up disk for every meeting in case we need to go back and look up something.

Jim LeFebvre stated he basically had a question for Iris (Bowden). Jim asked if Iris got to keep a copy permanently. Iris stated no, at the end of the year, she turns all of the disks over to Valley Vision and they store them. Jim asked if Valley Vision over rides them. Iris stated no because Attorney Peter Malia, back here years ago we had that big thing where this Committee cut.

Mark Hounsell stated the conversations we have are very good and they capture how we feel and there are misstatements because we are more of a conversational deliberative Board. He thought that if you look for the purpose of the Minutes is to look back to see the things that we said or the things that we do. He doesn't read the Minutes because he doesn't have enough time, but he can remember what was said. He can't think of any legal reason why a lawyer might research what one of us might say, but he could certainly understand why they would research what we did.

Mark Hounsell moved, seconded by Bill Marvel, that we keep the Minutes to reflect what we do versus what we said, our official acts. MOTION TABLED.

Mark Hounsell stated usually that verbage starts with "after some discussion it was stated" and you don't really have to give rationale. One of the problems that we have had with the Library is that the Minutes are kept in such a way that they have attempted to capture what was said and miss half of the argument. It's not really a good, reliable set of Minutes, but the portions that say what we did, those are legal.

Dick Klement stated in general he agrees with Mark's motion to take our discussion and limit it to conclusions, but when we have people come in, the non-profits for example, and give us some information, the printed information is perhaps less than clear. He could see where there is a need for some exceptions to that for presentations to us.

Michael Fougere stated being on the Planning Board, he noticed that the lady that's taking our information essentially sits and listens to the gist of what's being discussed, summarizes it and does her thing with it so that we still have the gist of what's going on, just not all of the words.

Jim LeFebvre stated to follow on what he (Michael Fougere) was saying, the flavor is what he thought the Committee wanted to retain, not necessarily all of the verbage, but the actual flavor of the discussion. For example, Mr. Klement had an issue on "x, y, z", we discussed that, that type of thing so that we actually know what was going on in detail before we come to the final vote.

Mark Hounsell stated both of these gentlemen raise a very valid point. We may want to retain some of the things that are said from certain organizations, certain presentations, just so that we have something to remind them that they said something in the event they do something different. He was not sure whether he even supported his own Motion.

Chairman Mosca stated to that point, each individual meeting we can sit and say "all right we have Seaman's coming in to give a presentation on what is going on in the schools". We want that in the Minutes; we want all of that. We can make exceptions to our own minute policy basically and he thought each meeting we need to look at it. If the Town is coming in or if the School is coming in to say "this is where we are in the Budget". Do we really need 2 hours of back and forth, probably not. We can have a summary stating Earl (Sires) was here or Kevin Richards was

here and we discussed "x, y and z". He thought to Mike's (Fougere) point and to Jim's (LeFebvre) point just have a summary of what the discussion was and then what the actions were by this Board.

Mark Hounsell stated most of the non-profits do a good job presenting, although there are some that he was awfully glad that we have recorded some of the things that they have said. He thought there was a value to recording exactly what is said by some of the non-profits and how you catch that is probably by he didn't know. Chairman Mosca stated even if we just did that meeting, we know that ahead of time and he didn't disagree with that.

John Colbath stated often a lot of what we say in an emotional discussion is very subject, it's how we feel; it is not the objective facts and then when we are quoted on it, we often say "that's not what I meant even though that's what I said". That's in part why we shouldn't be recording every word because it really puts people in a bind.

Michael Fougere stated what he has seen on his different positions is that the folks, i.e. Iris (Bowden) and the lady they have on the Planning Board, they seem to have a grip of our conversation with a recording back up. If something becomes controversial that she's missed and we feel this needs to be added to the written Minutes, he was pretty sure either she was going to pick up on it or we're going to make a recommendation because conversations have either gone back and forth or tit/tat or they have actually been pointed. We need to give a lot of credit to what Iris feels comfortable with, how she's responding.

John Edgerton stated he would like to see just the way it is on the Internet so that we get a chance to re-read exactly what happened and if we see something that is wrong, we can bring it up at the next meeting, whether it's an opinion or misinformation. At least we could bring it up at the next meeting. If we abbreviate this whole thing, then we don't really know what happened. You can watch Channel 3, but he gets about 80% of them, not all of them.

Chairman Mosca asked for a statement from Iris Bowden. Iris stated she would always have the DVDs and she will keep the DVDs until the year is over and then she turns them in to Valley Vision. What Joe (Mosca) and she had been discussing is that it takes a long time. Look how late these Minutes got to you guys. I can still, as Mark (Hounsell) said, get the gist of the conversation is and then she will still have the DVD so that she can go through it in case there is something she missed in her notes and then she can put it in. It just won't be verbatim detail. That's what the suggestion is.

Bill Marvel stated if Mark (Hounsell) won't defend his own Motion, then he will. Mark stated he wasn't sure it was a good one. Bill stated he thought it was. Bill further stated that although Dick's point is valid, the existence of the DVD is the important thing. The instances he has mentioned, one in particular that he can think of with the School Board, he went to Valley Vision to get the tape of the incident or the statement that was not in the Minutes, couldn't find it, never could find it. If we

have the DVDs he thought anything that comes up that contradicts something that was said earlier, we'll have that DVD to check and it probably won't be that often. Iris Bowden stated they (Valley Vision) only make one copy. Bill stated that's enough, you only need the one.

Mark Hounsell stated if we are going to rely on DVDs, which we are fortunate to have that, he thought they ought to be archived in the Town's possession for a period of time, more than a year, because sometime you may want to look back. He was particularly thinking about a certain non-profit on what they said this year versus what they said last year. If we don't have that back up for 2 years, it could be interesting. Iris Bowden stated someone would have to talk to Attorney Peter Malia about that.

Jim LeFebvre stated if he recalled properly, the Town currently retains the voluminous Minutes for many years. They go back to when he was Chair, 2010, because he has seen them. If we go to a substantially less complete, or less voluminous Minutes, that will not be there. So the idea of getting a copy of the DVDs for Town Hall might be a good one.

Steven Steiner stated he had to leave the meeting and that it was an honor to be back with the Committee and he would see everyone later.

Chairman Mosca stated between now and next meeting he would look in with Valley Vision to see what the deal is and he didn't think once we get a copy that it would be that difficult for us to keep it. He will talk with Earl (Sires) between now and then and get whatever Peter Malia's take is on it.

Dick Klement moved, seconded by Jim LeFebvre, to table the Motion until the meeting on August 10, 2016.

Chairman Mosca stated at the August meeting and at that time we will have more information and we can discuss it a little more in detail. Chairman asked if that sounded okay to the members. Everyone agreed. Bill Marvel asked how Iris (Bowden) would be taking the next Minutes. Chairman stated verbatim and it's going to be a short one as the meeting will be over in about 3 minutes.

OLD BUSINESS

Chairman Mosca asked if there was any Old Business that anyone wanted to discuss. Jim LeFebvre asked if the Chairman wanted him to take a moment or two to discuss the subcommittee that he is on. Chairman stated yes, but under New Business.

Chairman asked if there was any further Old Business. There was none.

NEW BUSINESS

Jim LeFebvre stated that he was sitting on a subcommittee at the School to look at the issue of putting 3 to 5 year olds here in the system. They have quite a voluminous task in front of them including trying to

establish a budget, where they would put the people and all of this good stuff. Initial impression, and it's a personal impression, is that it is a mission creep issue. Mission creep is something that you want to avoid until you have your core curriculum and your core K through 12. At this point based on what he is hearing and seeing, he would not be in favor of that at this stage. That's just a personal opinion.

Chairman Mosca asked if there was any other New Business that anyone would like to discuss.

Mark Hounsell stated he wanted to let everyone know that the School Board entered into a Contract with Seaman's for not to exceed price of less than \$2 Million. He thought it was \$1,979,000.00, so it's less than \$2 Million. It was done in two parts: they released enough money to order up the Air Handlers and then they signed the "Not To Exceed Contract" with that deducted. He hoped everyone could make the August 10th meeting and he thought that was pretty good of Jim (Hill) to actually be pro-active in including us.

Chairman Mosca stated Jim (Hill) was very thankful for the Budget Committee support and he wants to maintain the relationship with the Budget Committee obviously and he just wanted to make sure that we had the opportunity to see how the money is being spent. Chairman further stated that Jim thought that if we had a meeting over the summer, it would be a good venue for us to go and check it out for those that can and then come back here and have Jim come back with us and for those that couldn't make the tour, he could give an update to us and to the viewing public at home.

Doug Swett stated he thought it was a good idea, but 5:30 PM was too late. To be there at 5:30 PM and be here for a meeting at 6:30 PM isn't going to work.

Chairman Mosca stated he just threw 5:30 PM out there, do you think it should be 4:30 PM. Most members agreed.

Michael Fougere stated that maybe Chairman Mosca should ask Jim Hill how long the presentation is going to be. Chairman stated he could do that.

Jim LeFebvre asked Mark Hounsell if the \$2 Million still included the air conditioning of the administrative sections of John Fuller. Mark stated yes, it does.

John Colbath moved, seconded by Dick Klement, to adjourn the meeting at 6:55 PM. Motion carried unanimously.

Respectfully Submitted,

Iris A. Bowden, Recording Secretary