

**MINUTES OF MEETING  
MUNICIPAL BUDGET COMMITTEE  
December 2, 2015**

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, Pat Swett, Bill Marvel, Bill Masters, Greydon Turner, Peter Donohoe, Mark Hounsell, Pat Kittle, Jim LeFebvre, John Colbath and Christopher DeVries. Excused: John Edgerton, Frank McCarthy, Terry McCarthy, Dick Klement and Danielle Santuccio.

Peter Donohoe led those present in the Pledge of Allegiance.

RULES AND PROCEDURES

Chairman Mosca advised the members present that the purpose of this meeting was mainly for the review and consideration of the proposed Budget Committee Rules and Procedures. Chairman opened the floor for discussion. Chairman explained to John Colbath since he was not at the last meeting that the proposed Rules and Procedures was three different documents that the Chairman had tried to pull from on what he thought was appropriate; then the Chairman and Bill Marvel, more Bill than the Chairman, did a lot of editing and cleaned it up a little bit. What the Chairman sent to the members was the final edited version and he hoped that everyone did receive it.

**Mark Hounsell moved, seconded by Peter Donohoe, to accept the Rules of the Municipal Budget Committee as submitted to the Committee at this time with the change to Municipal at the place previously mentioned by Mr. Swett. In favor: 12; Opposed: 0; Abstain: 0.**

Doug Swett stated he had just a suggestion; when you change the Town of Conway, NH Budget Committee, hereafter the term Budget Committee, wouldn't it have been better to have it as Town Budget Committee. Some places when you are reading things, it could be the School Board Budget Committee and it kind of complex with the people that don't understand what they are reading. Chairman Mosca asked if the word "Municipal", change it to the Municipal Budget Committee.

John Colbath asked if this was the first time there were Rules and Procedures for the Budget Committee. Chairman Mosca stated he believed, but couldn't say specifically, yes. John further asked if the Chairman had spoken with Attorney Peter Malia, Town Attorney. Chairman stated he did not; he talked with the Town Manager (Earl Sires). Earl stated that if it worked for the Board of Selectmen, the Chairman could attach it and defacto for the Budget Committee also.

John Colbath further asked if there needed to be a public notice of the Rules and Procedures. Chairman Mosca stated he did not know; he didn't believe so because these are Rules for this committee, not for the public.

Mark Hounsell stated as public documents, they are available to anyone should they seek them. The website could say these are available by a click of the mouse.

John Colbath stated as an example, with the Zoning Board, they changed their starting time from 7:30 PM to 7:00 PM, they had to publicly notice it. Chairman Mosca stated all of our meetings are publicly noticed. John stated he meant since this is a change, the public could comment on it. John was not sure. Chairman stated he knows that the Town Manager is aware of it and he hasn't heard that the Rules and Procedures needed to be sent out for public comment or anything. He thought that because it is the Rules and Procedures of this Board and it's not for the public, and nothing is being changed yet, the meeting times are going to stay the same as they have always been and he didn't think there was anything there.

Mark Hounsell stated he spent some time with this on-line and he had no objections to it, the gist of it and he thought that to have public input, although he agreed with Mr. Colbath that it was important to keep the public apprised of what we are doing, there is the TV and we have other means. This is a document that actually aids the members and the public will become aware of it as they see us working under a set of Rules that he was sure the public would endorse. He looks at things to find what's wrong with them and he sees nothing himself wrong with these.

John Colbath stated he agreed with Mark (Hounsell) and he thought they were nicely done. Chairman Mosca stated it took some effort and he appreciated Bill Marvel's help.

Chairman Mosca asked if there was more discussion to be had on the Rules. Pat Kittle stated he had a question, actually in the Minutes last month about the discussion. There's a part that refers to 3.d. and it talks about a disqualified member. Chairman stated that's no longer in the Rules. The 3.d. that was in there; there was a conflict with 3.d. and 7.b. and 7.c. which were basically in conflict with each other. We took 3.d. out and left the ones under 7 which are more closely aligned with what he believes the Selectmen's policies are.

Pat Kittle asked Chairman Mosca for a clarification on if a member does disqualify himself, what is the proper procedure. Are you to absent yourself from the table only at the Deliberative Session. Chairman stated that's at any meeting. Pat further stated that if he came to this meeting and stated that he had a conflict and he needed to not vote on this. Chairman stated Pat would sit with the public until that discussion took place and then come back to the table.

Bill Marvel stated the only exception he remembered feeling there should be to that was at the Public Hearings. Since we are not making any decisions and it could be kind of a mess with people getting up. Chairman Mosca stated he agreed with that but if we are at a Public Hearing and a member is going to speak on a topic, speak as a citizen instead of a Board member. Like what Mark (Hounsell) did a couple of years ago. Mark stated like this last Spring when this Board was talking about funding the Pine

Tree Project, he left the table as the School Board rep and spoke as a member of the public. It is not easy to do because you'd be surprised how many people get upset when you do that. Mark thought it was important that a member separate their role at times. Chairman stated if we are having discussions on whatever subject and you disqualify yourself from it at our meeting, when we go to the Public Hearings if you want to speak on it, at that point the member would go into the public to speak on it, but otherwise the member would stay at the table.

Chairman Mosca asked if there was any further comment on the Rules and Procedures. Doug Swett stated this thing that Mr. Malia sent back here, they always use the word "she" all the way through. Chairman stated that's just Mr. Malia's letter and, like he said, he spoke with Earl (Sires) and asked if he could include that because the Chairman felt that it applied to this Committee also even though it wasn't written for us and it was concurred that we could include it. He was not going to go changing the attorney's letter.

#### APPROVAL OF MINUTES

**Greydon Turner moved, seconded by Pat Swett, to accept the Minutes of October 21, 2015, as amended. In favor: 7; Opposed: 0; Abstain: 5 - Mark Hounsell, Pat Kittle, Jim LeFebvre, John Colbath and Christopher DeVries.**

Chairman Mosca stated that the only change which was pointed out to him by Iris (Bowden) was to strike the word "Preliminary" at the top.

Bill Marvel stated there's really no point in changing it because we're past it, but he just could not understand the exchange between himself and Danielle (Santuccio) which is probably a reflection on their diction. Iris Bowden stated she had to go to the DVD because she could not understand her notes, but that is exactly what he and Danielle were saying. Bill stated he recognized that. Mark Hounsell stated that's why skype doesn't work; to get the gist of it, you've got to watch the body language and he was serious.

#### OLD BUSINESS

Chairman Mosca asked if any member had any Old Business to discuss as this was going to be one of the quickest meetings on record. Mark Hounsell stated the Chairman might as well enjoy it as we are going to be busy.

Peter Donohoe stated he just wanted to make the request again to both the Town and the School that if there is any way possible we could get the documents before the meetings. Mark Hounsell stated makes it easier, doesn't it. Peter stated he can read and listen only so well. This is just his request again. Mark stated so noted.

Bill Marvel asked where does the Committee stand at this time with the questions for the Town and School. Chairman Mosca stated he did not have anything from anybody at this time and he was going to be bringing that up next. Bill asked if that was going to happen tonight and the Chairman

stated yes he was going to talk about it tonight because we are supposed to do that at the next meeting, go over the whole list.

Chairman Mosca stated the Committee's next meeting was December 16<sup>th</sup>, two weeks from tonight. At that meeting, what we've done for the last 3 years he thought, we've come up with a list of questions that we've submitted to the Board of Selectmen through the Town Manager's Office and to the School Board through the Superintendent's Office of questions that members have prior to getting any documentation from them. So far this year, he hasn't received any questions from anyone on the Board which might make the meeting in two weeks moot unless he gets a bunch of questions between now and then.

Bill Marvel stated instead of a list of teachers and salaries, he would like to have a list of the teachers' schedules at the High School in particular delineating which classes they teach and when and the duration of each class.

Chairman Mosca asked if any member had anything that they wanted to add at this time. Again, if any member has a question that they think of, get it to the Chairman via email and he will comprise and list and send it out to everybody before the next meeting. If there are not a lot of questions, he will send something out a few days ahead of time to see if members really want to have a meeting or not. If not, we will cancel the next meeting and just start up in January, but we do have to post a public notice 48 hours ahead of time or it may be 24 hours. He would rather err on the safe side and get it out and he knew that Karen (Hallowell) would let him know ahead of time.

Mark Hounsell asked Chairman Mosca what date the Chairman was looking at. Chairman stated the next meeting is December 16<sup>th</sup>, two weeks from tonight. Mark Hounsell stated regardless if there are questions or not, there may be plenty to talk about. Mark asked the Chairman about the meeting on the 16<sup>th</sup> which follows the 14<sup>th</sup> and there may be something that he will be able to report. He didn't know if there would be documents, but there would be an update perhaps so he would think that beyond identifying questions that we might want to meet to just get an update.

Mark Hounsell stated that on the 7<sup>th</sup>, the School Board will be talking about the issue of elementary schools, facilities and whether or not the School Board will recommend a \$4.9 Million Bond. Bill Marvel stated so you're dropping a bomb on December 7<sup>th</sup>. Mark stated they would be doing what they said they would probably end up doing, but they haven't done it yet. They may not do it on the 7<sup>th</sup>, but they may do it on the 7<sup>th</sup> and they are going to discuss it at least. Jim LeFebvre stated a preview of coming attractions. Mark agreed. Mark further stated he didn't think two weeks from now is going to be something that, from the School level, is not going to be an opportunity to be enlightened.

Mark Hounsell asked Chairman Mosca if he could talk about the question thing. Chairman agreed. Mark stated in the past we have compiled a bunch of questions and if the Budget Committee asked a question, the Budget

Committee has the right to an answer to the question and it has to be asked as a body, not as an individual so there will be a vote. He likes that procedure because then we're acting as a single unit asking questions. Doesn't speak to whether we like the answers or not, but if we asked the question as a Committee, that's a good process. He liked Bill's (Marvel) approach to the asking of the questions, he's not being redundant asking for salaries again, he's going to the next step by asking what are we getting for the salaries. Those are the type questions that he thought were important. To ask the same questions over again that we've asked with some of these question being repeats from four years ago and it really is not a good reflection on our ability to deal with the present. We have our answers from previous questions. They don't change that much; if they change, they're not that quick and we should all pretty much know what's going on any way from previous questions. The new question he thought should be limited to new questions and not the same old, same old, but the Budget Committee can ask any question it wants and he supports that.

Pat Kittle stated for people like himself that have not been on this Committee before, is it possible to see the questions perhaps from last year. Chairman Mosca stated he could forward what this Committee did the last couple years. Chairman asked John Colbath if he would like a copy also. Chairman stated he would get that to both Pat and John. Pat Swett asked that a copy be forwarded to her and the Chairman stated Doug (Swett) may already have them, but that he would see that a copy went to Karen (Hallowell) to forward to Pat Swett. Chairman thought he could do the last two years. Mark Hounsell stated he thought those answers were still applicable in many cases and the document should be reviewed.

#### NEW BUSINESS

Mark Hounsell stated that he would tell this Budget Committee that as we are entering into the Budget Season, there's going to be a lot to discuss at both the Town and the School level and they are all important stuff as we all know. We are meeting here and we have 15 minutes into the meeting and he was available right now to answer any questions anyone might have as far as it pertains to the work of the Budget Committee and the School Board. He is available if anyone has any questions. He knows in the past there's been some comments about whether the School represents itself well at the Budget Committee meetings and he thought that was addressed more towards whether or not some people who have expertise in certain areas don't come. So, he's available to answer what questions he can and he is also available to go and get the answers that this Committee wants on certain things. He offers that not as formal question and answering that we are going to do in two weeks, but what you might have right now and if he can help answer, he's available.

**Bill Marvel moved, seconded by Jim LeFebvre, to adjourn the meeting at 6:48 PM. Motion carried unanimously.**

Respectfully Submitted,

Iris A. Bowden, Recording Secretary