



**TOWN OF PITTSFIELD
BUDGET COMMITTEE
TOWN HALL, 85 MAIN STREET
PITTSFIELD, NH 03263**

MEETING MINUTES OF Wednesday, October 25, 2017

CALL TO ORDER

Call to order at 7:00 P.M. by Robert Schiferle, Chair

MEMBERS PRESENT

Robert Schiferle, Chair
Mary Paradise, Vice Chair
Helen Schoppmeyer
Faith Whittier
Fred Hast
Adam Gauthier
Randy Severance
Tom Hitchcock
Jeremy Everson
Richard Guild
Katie Bachelder
Gerard LeDuc, Select Board Rep.
Ralph O'Dell, School Board Rep.

MEMBERS ABSENT

Jacob Kitson

GUESTS PRESENT

Cara Marston, Town Administrator

Committee Membership

(RS) Announced that Noreen Rollins has resigned from the budget committee due to a change in residency, and that the Town Moderator has appointed a new member, Randy Severance, to fulfill the remainder of her term.

(RS) Announced that in accordance with RSA 32:15, VI, Jacob Kitson is no longer a member of the Pittsfield Budget Committee because he has missed 4 consecutive scheduled and announced meetings for which he received reasonable notice, without being excused by the chair.

Budget Process Review and Training

Cara Marston, Town Administrator, provided several pages of budget related documents and state forms related to the budget process and setting of the tax rate.

She explained how each of these documents are used in the budget process, and responded to questions from committee members.

Documents reviewed were:

- Actual & Budgeted Expenses & Encumbrances (report from budgeting software)
- Budget Workbook – Executive Department Line Items
- Budget Workbook – Executive Department Breakdown of pay and benefits
- DRA Form MS-737: Budget
- DRA Form MS-232-R: DRA Revised/Reviewed Appropriations
- DRA Form MS-1: (p.2 of 7) Summary Inventory of Valuation
- DRA Form MS-434-R: Revised Estimated Revenues Adjusted
- DRA Form MS-535: (p. 7 of 9) Financial Report of the Town Budget
- 2017 Town tax rate estimations with various fund balance offset examples
- DRA Traditional Annual Meeting (March) Timeline
- History of Pittsfield unassigned fund balances (2008-2016) and amounts used for offsetting the tax rate
- 10 year history of Pittsfield tax rate with breakdown numbers
- New Hampshire Town and City Magazine article: “Property Tax: Understanding the math, Dispelling the Myths” (March 2012)

Budget Committee Schedule Review

(RS) Reviewed important dates in the budget season calendar, and stated that the Budget Committee will be meeting every Wednesday through January, with the exception of Thanksgiving and Christmas weeks. He said the schedule is more complex this year due to the school being on the SB2 meeting schedule and the Town on the traditional meeting schedule, while still allowing the committee enough time to vote on the official budget.

Key dates in the schedule:

- November 29, 2017: Presentation of School Budget to Budget Committee
- January 10, 2018: Public Hearing on School Budget (Snow day on January 11)
- January 25, 2018: Completed and Signed School Budget due to DRA
- February 6, 2018: Public Hearing on Town Budget (Snow day on February 7)
- February 8, 2018: School District First Deliberative Session (Snow day on February 9)
- February 21, 2018: Completed and Signed Town Budget due to DRA

Public Input

(RS) Allowed questions from members of the public that were present, and via Facebook Live Stream.

Next Meeting

Next meeting will be on Wednesday, November 1, 2017, starting at 7:00 PM.

Meeting adjourned at 9:03 P.M.

Approved:

Robert Schiferle, Chair

Date

DRAFT