

**Town of Haverhill**  
**ADVISORY BUDGET COMMITTEE**  
**MEETING MINUTES**  
**Monday, December 14, 2020 6:00 PM**  
**R. E. Clifford Memorial Building**  
**65 South Court St. Woodsville, NH 03785**

The meeting was **Called to Order** at 6:03 PM by David Robinson, Chair. A quorum was met.

**Town Employees Present:**

**Town Manager:** Brigitte Codling

**Financial Officer:** Jennifer Boucher

**Members of the Selectboard Present:** Darwin Clogston, Chair; Howard Hatch

**Members of the Advisory Budget Committee Present:** David Robinson, Chair; Wayne Fortier, Vice Chair; Donnie Hammond; Guy Mitchell; Dave Joslin; Robert Roudebush; Sandi Pierce (not present)

**Administrative and Operational**

Robinson stated that this meeting of the Advisory Budget Committee is operational with the election of a chair and vice chair for this year and preparing a schedule of five or six meetings. The agendas for those meetings need to be planned and department heads invited. Additionally, warrant articles will be looked at.

Boucher noted that this year, the nonprofits are not part of the Town Manager's budget. They will be developing petition warrant articles which will be added to the Warrant for voting on at Town Meeting. Boucher continued that the only warrant articles the Committee will address are capital reserve funds and others. The library budgets remain part of the budget.

Codling stated that the Town Administration staff will contact Town Departments and let them know the Advisory Budget Committee meeting dates.

Robinson provided to the members a list of previous years' meetings and which department heads were asked to attend.

**Elections: Chair and Vice Chair**

**MOTION #1:** Fortier made the motion and Roudebush seconded the motion to nominate David Robinson as **Chair of the Advisory Budget Committee**.

**Roll Call Vote:** Donnie Hammond (Yes), Guy Mitchell (Yes), Dave Joslin (Aye), Robert Roudebush (Aye), Wayne Fortier (Yes), David Robinson (Abstain). The motion passed unanimously.

**MOTION #2:** Roudebush made the motion and Joselin seconded the motion to nominate Wayne Fortier as **Vice Chair of the Advisory Budget Committee**.

**Roll Call Vote:** Donnie Hammond (Yes), Guy Mitchell (Yes), Dave Joslin (Yes), Robert Roudebush (Yes), Wayne Fortier (Abstain), David Robinson (Yes). The motion passed unanimously.

## Meeting Schedules

Robinson stated that five meetings will have to be scheduled between now and Friday, February 5, 2021. Codling stated that the budget overall is similar to 2020 and the goal is a level budget.

- Robinson stated that one meeting a week on the same night is possible. The members agreed to start the meetings in December 2020. Discussion continued. Codling noted that the Selectboard has set their Budget Hearing on February 1, 2021, and that she needs the budget by January 29. Codling noted that the Committee will be examining all fire departments' budgets.
- Robinson offered to the members the following dates, which, after discussion, were approved:
  - January 5, 7, 12, 14, 2021, at 6:00 PM
  - January 21, 2021, at 6:00 PM

## Agendas for Meeting Dates (*ALL DATES SUBJECT TO CHANGE*)

**Tuesday, January 5:** Administration and Operational, including executive, town administration, finance, maintenance, and Town properties. Codling stated that the Maintenance Department includes a large part of the budget, such as the buildings and parks.

Robinson revised the agenda for this night starting with the Police Department and then the executive and administrative items.

**Thursday, January 7:** For this agenda, the members agreed on Maintenance Department and Town properties.

**Tuesday, January 12:** The members agreed to review the Highway Department, the Dean Memorial Airport, and the Welfare Department on this night. Discussion continued related to the increase in workload for the Welfare Department.

**Thursday, January 14:** The members agreed to have the Fire Department, Ambulance, and clean-up on the agenda for this meeting.

**Thursday, January 21:** The agenda for this night included Parks & Recreation and Libraries. The warrant articles could be fit in at the end of other meetings.

Boucher stated that the 2021 Anticipated Revenue Report would be provided before the first meeting in January and would be sent by email for the members.

Robinson provided the members with a recap of the meeting.

## ADJOURN

**MOTION #3:** Roudebush made a motion and Joslin seconded the motion to adjourn the meeting at 7:07 PM.

**Roll Call Vote:** Donnie Hammond (Aye), Guy Mitchell (Aye), Dave Joslin (Aye), Robert

Roudebush (Aye), Wayne Fortier (Aye), David Robinson (Aye). The motion passed unanimously.

The meeting was ADJOURNED at 7:09 PM.

*Transcribed by Joanna Bligh*