

# 09/10/2008 - Budget Committee Minutes

Hopkinton Budget Committee

Town Hall

September 10, 2008

Present: Karen Irwin, Chair; Danny Coen; Cameron Ford; Patrice Gerseny; David Lancaster (arrived at 6:41pm); Marion Paxton; Chris Lawless, Selectmen Representative; David Luneau, School Board Representative; Tom O'Donnell, HVP Representative; and Bob Carpenter, CVP Representative.

The meeting was called to order at 6:35 pm, by Chairperson Irwin.

The minutes of the July 9, 2008 meeting were distributed. A motion to approve these minutes as corrected was made by Patrice Gerseny, seconded by Cameron Ford, and passed.

The minutes of the August 13, 2008 meeting were distributed. A motion to approve these minutes as corrected was made by Danny Coen, seconded by David Lancaster, and passed.

Karen Irwin opened the discussion of Zero Based Budgeting and Zero Increase Budgeting. With Zero Based Budgeting, all accounts begin the budgeting process with zero funding and funds are added to achieve the program goals of the department, until the final budget is determined. With Zero Increase Budgeting, the bottom line is held constant from the previous budget and to increase funding for any program, funding must be decreased in another area.

The budget committee discussed the following success criteria. In order for a budget to receive the recommendation of the budget committee, the following success criteria apply:

- a) The budget is a responsible budget, meaning the reasonably expected revenues exceed the reasonably anticipated expenses.
- b) The budgeted revenues are of a reasonably certain nature.
- c) The governing body has considered alternative revenue sources where possible.
- d) The governing body has provided detailed information to the budget committee prior to its public hearing. The information will be sufficient for voters at the legislative session to make informed decisions in budget matters.

The budget committee, after extended discussion, did not set targets for the 2009 budgeting process. The committee wants to understand the need which supports each budgeted amount.

NOTE: AT 8:00PM THE BATTERIES ON THE RECORDER WENT DEAD, SO AUDIO RECORDING OF THE REMAINDER OF THIS MEETING IS NOT AVAILABLE.

David Luneau distributed the financial reports of the School Board.

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The results of the school energy audit were reviewed. Maple Street School and Harold Martin School have shown significant improvement from the end of '07 to the end of '08 and are eligible to receive Energy Star ratings. The Middle & High Schools will be studied to find ways for additional improvements.

The District has been awarded a Safer Routes to Schools, Round 2, \$100,000 grant. This will be used to install blinking speed signs at all schools, in both directions, as well as bike racks at the High School, and to provide increased bicycle safety education.

Chris Lawless has replaced Tom Congoran as Selectmen Representative. He presented the end of month financial reports. The budget committee would like to know how much taxes are in arrears. They would also like a cash flow analysis.

Bob Carpenter, CVP Representative presented the precinct report. The major issue facing the precinct, with possible budgetary implications, is water availability. Low water has resulted in frequent watering bans. The filtration plant upgrade, scheduled for 2011, may have to be completed sooner, with the design phase beginning this year. The CVP commissioners are considering several options to ease the water situation, including the filtration plant upgrade, banning irrigation use, and restructuring the rate schedule.

Tom O'Donnell presented the HVP report. Because of a change in the officers of the precinct, some reports have not been submitted to DRA. Robert Blanchette, Town Finance Director advised Tom O'Donnell by email as to what DRA is looking for, and this will be taken care of.

Karen Irwin and Marion Paxton are planning to attend the budget workshop being offered by the Local Government Center.

A motion to adjourn was made by Chris Lawless, seconded by Danny Coen, and passed by unanimous vote. The meeting was adjourned at 9:10 pm.

The next meeting of the Budget Committee will be held on Wednesday, October 8, 2008 at 6:30 pm.

Respectfully Submitted,

Marion Paxton

Acting Secretary