

Town of Amherst, NH
WAYS & MEANS COMMITTEE MEETING
MINUTES
2 Main Street
Monday, September 28th, 2020
6:00 p.m.

PRESENT

- Lisa Eastland
- Danielle Pray
- Matt Seiler
- Scott Tuthill
- James Kuhnert
- Mike Parisi
- Lori Mix (Alternate)
- Cheryl Eastman (Finance Director)

ABSENT

- Bill Loscocco
- Sarah Bonnoit (Alternate)

APPROVAL OF MINUTES

- Minutes of the 9/14/2020 meeting were approved as circulated
- Minutes, as taken, will be formally approved and/or amended at the next meeting, with acceptance/amendments so noted in subsequent minutes.

CALL TO ORDER

- Meeting began at 8:15 PM

AGENDA

Item #1 : Citizen Comments

- No citizen comments (none in attendance)

Item #2 : Approval of September 14 Minutes

- Motion: To approve the minutes of 9/14/2020 as circulated
- Motion By: Scott
- Seconded By: James

Item #3 : Review Departmental Presentations

- Members discussed the fees to be generated from the Buck Meadow property, and the potential for operations to be self-sustaining.
- Cheryl clarified that fees generated from Buck Meadow, like fees from other programs, would go towards the Rec Department 02 fund.
- Members discussed the size of the Library budget in relation to the size of the town, and the 80% salary and wage figure noted during the Strategic Plan. It was noted that this was something to investigate further during the budget presentation and the W&M Library departmental meeting.
- Danielle inquired about the Federal CARES Act, and how this affected the Library budget. Cheryl stated that the town received money from the CARES Act, but it was restricted to costs directly related to COVID-19, such as cleaning supplies and personal protective equipment.
- Lori shared information concerning the Library Trust Fund, stating that there are actually 2 trust funds for the Library due to historical and/or legal reasons, with one being very small.
- Cheryl clarified that trust funds are handled separately from the budget, and do not appear as line items in the budget.
- Lisa requested the current values of the town's various trust funds, so departmental budgets may be weighed in relation to the size of their trust funds.

Item #4 : Discussion of Proposed Budget

- Members requested of Cheryl for the departmental budget presentations to include or highlight sources of revenue, including from any relevant fees or donations.
- Members requested Cheryl to compile data comparing the budget for each department to budgets from surrounding towns, on either a percentage or per capita basis. This should allow for more informed discussion during the budget presentation.

Item #5 : Questions, Comments, and Concerns

- Cheryl clarified that emails may be sent to Ways and Means members for informational purposes, but any responses to all recipients (Reply All) would constitute a meeting and violate the Right to Know law.
- Cheryl confirmed that all departmental meetings will be held virtually via Zoom.

NEW BUSINESS

Item #1

- Mike requested the Recreation department meeting be moved due to a scheduling conflict. Lisa, the other W&M member assigned to Recreation, agreed. They will send a new date and time to Cheryl.

NEXT STEPS

- Cheryl will send revised Departmental Meeting Schedule

ADJOURNMENT

- Meeting adjourned at 8:40 PM

NEXT MEETING

October 12th, after the BOS Meeting