



## *Town of Plaistow ♦ Budget Committee*

*145 Main Street ♦ Plaistow ♦ NH ♦ 03865*

### **BUDGET COMMITTEE MEETING**

**Meeting: June 27, 2023**

**Call to Order: 6:30pm**

### **ROLL CALL:**

Katie Knutsen, *Chair* - present  
Doug Thompson, *Vice Chair* - present  
Richard Anthony, *Budget Committee*- present  
David Gerns, *Budget Committee* – present  
Elizabeth Kosta, *Budget Committee* -present  
John Sherman, *Budget Committee* – excuse  
Jay DeRoche, *Selectmen's Representative* - excused  
Darrell Britton, *Selectmen's Alternate* - present  
Greg Colby, *Town Manager/Finance Director* - excused

### **Agenda Item 4: Review/Approval of Minutes**

The minutes of the January 10, 2023 meeting had been distributed in advance.

*R. Anthony moved, second by D. Thompson to approve the minutes as issued*

*The motion was approved 4-0-2 (D. Britton, E. Kosta))*

The minutes of the February 4, 2023 meeting had been distributed in advance.

*D. Britton moved, second by D. Gerns to approve the minutes as issued.*

*The motion was approved 5-0-1 (E. Kosta)*

### **Agenda Item 5: Introduction of New Members**

Ch. Knutsen welcomed Elizabeth Kosta to the Committee. She noted there are two opening on the Committee, that the vacancies have been posted, and they will remain open until filled.

### **Agenda Item 7: Reorganization**

a) Chair: Ch. Knutsen asked for nominations.

*D. Britton moved, second by D. Thompson to nominate K. Knutsen for chair*

There were no other nominations.

*The motion was approved 4-1 (R. Anthony)-1 (K. Knutsen)*

b) Vice Chair: Ch. Knutsen asked for nominations.

*K. Knutsen moved, second by R. Anthony to nominate D. Thompson for vice chair*

There were no other nominations.

*The motion was approved 5-0-1 (D. Thompson)*

c) Committee Assignments:

CIP Committee: Ch. Knutsen noted that the Budget Committee provides two representatives and one alternate asked for volunteers. J. Sherman had expressed interest in this via email, E. Kosta agreed to serve, D. Thompson agreed to be the alternate member.

Town Report Committee: Ch. Knutsen said the Budget Committee provides one member and one alternate to this committee and asked for volunteers. D. Gerns agreed to serve as the member and K. Knutsen as the alternate.

### **Agenda Item 8: Filling of Vacancies**

Ch. Knutsen reiterated there are two vacancies on the Committee, that the notice and procedures are on the Town's website and the vacancies will remain open until filled.

### **Agenda Item 9: Review and discussion of 2023 Budget and the budgeting process**

Ch. Knutsen referred to the May 2023 Budget Operating Summary provided by Town Manager and Finance Director Greg Colby. She noted there are still some outstanding items on the summary.

D. Britton reported the Board of Selectmen will begin the budgeting process in late August/early September. Ch. Knutsen said that the Committee will not meet until the BOS starts their discussions and has materials to give to this Committee. That is anticipated for mid-September.

Ch. Knutsen asked if any of the members would like to do some workshops before the Budget season starts. It was noted that the State offers several workshops which can be done online and

the Town would pick up the fee. Ch. Knutsen she would distribute a link for these to the Committee.

**Agenda Item 10: New Business/Old Business**

Ch. Knutsen invited comments. R. Anthony noted that last year the heads of the major departments did not come in to talk to the Committee, that the Committee was encouraged to watch their presentations to the BOS. He suggested the heads of the major departments come before the Committee. Ch. Knutsen said if it was the will of the Committee they would be invited before it.

Ch. Knutsen said there are no planned meeting dates yet; that once the BOS and Town Manager begin their discussions she will set dates.

**Agenda Item 11: Adjournment**

There was no additional business presented. The meeting was adjourned at 6:42 pm.

Respectfully Submitted,  
Charlene Glorieux  
Recording Secretary