

# Town of Hudson Budget Committee Meeting Minutes - DRAFT

## Minutes of the April 3, 2024 Meeting

### A. Call to Order

Chairman Martin called the meeting to order in the Buxton Community Development Room at Town Hall at 7:00PM.

### B. Pledge of Allegiance

Chairman Martin led the Pledge of Allegiance.

### Attendance

**Members Present:** William Cole, Shawn Jasper, James Lawrence, Normand Martin, Shawn Murray, Kevin Walsh, Robert Wherry, Selectman Liaison David Morin.

The Chairman declared a quorum present and able to conduct business.

### Members Excused:

**Members Absent:** Randall Brownrigg

**Staff Present:** None

### C. Public Input

Ms. Gretchen Whiting, 22 Glen Dr, as former School Board Liaison Budget Committee member. Addressed minutes of previous meetings between 12/6/23 through 2/10/23 given challenges regarding minute-taking action that there were missing items; during 2/10 meeting to not hold March meeting and that motion did not include the Nay votes of Ms. Whiting and Ms. Leary; noted that per communication with the Town's IT Department, any electronic communications to contact Budget Committee only goes to Chair and Vice Chair, not to full committee and creates an issue of getting information to all members. Lastly, encouraged continued efforts to collaborate with governing bodies and reminded everyone that we are all volunteers and continue to keep that in mind to keep comments and communications respectful.

Mr. Cole asked why other members are not included in online communications, needs to be reviewed with IT Director, Mr. John Beike, to insure all Committee members receive any/all electronic communications. Chairman Martin to follow-up.

No other member of the public was present for comments and Chairman Martin closed Public Input.

### D. Acceptance of Minutes

Chairman Martin announced review and acceptance of meeting minutes for meetings held on 12/6/23, 12/7/23, 12/13/23, 12/19/23, 1/3/24, 1/11/24, 2/3/24, 2/10/24.

Mr. Walsh noted on 2/10 Minutes - a correction at the bottom of page 1 under New Business on a motion vote of 9-10 change to 9-1.

Chairman Martin noted a correction to the 1/11 minutes on page 5 included a motion to adjourn at the bottom of the page be removed.

Mr. Jasper motioned to accept all minutes as corrected second by Mr. Lawrence.

Motion passed 8-0 and Chairman Martin noted the minutes would be sent to Lorrie for posting.

Mr. Jasper commented on the challenges of minute taking and suggested a third party resource be considered for minute taking especially during the committee's deliberative sessions with the Town and School District.

The Chair requested suspension of the order of the day and proceed with Reports from Liaisons and place Election of Officers after Old Business

### F. Reports from Liaisons

Selectman Morin noted the Selectmen have not yet assigned a member for the Budget Committee Liaison and had no information to report to the Committee; School Board has not assigned a member for the Budget Committee Liaison at this time as no member was present.

### G. Old Business

Mr. Jasper requested information on number of staffing, teachers, teacher/student ratio from the School District since Litchfield left Alvirne High School. Specifically from fiscal year 2017 to current year. Mr. Walsh noted that Litchfield students departed Alvirne High School in 2003. The Chair will pursue with the School District to obtain the information, if



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possible to go back to when Litchfield students departed from Alvirne as previously requested at the Committee's December 6 meeting (201-7-2025 fiscal years). Mr. Jasper felt it necessary to go back further to understand the "peak enrollment years" staffing and number of teachers, teacher/student ratio.

### H. New Business

The Chair presented the resignation for Mr. Patrick Quinlan. Motion by Mr. Jasper and seconded by Mr. Murray to accept his resignation with thanks and appreciation for his service to the municipal budget committee and the Committee. Passed 8-0.

### Review of Fiscal 25 Budget Cycle.

General discussion included opportunities to start the cycle earlier and gather more background information on the School, for example regarding Special Education and Testing Proficiency/Outcomes, formulation of default budgets, Town Valuation and estimated Tax Rate impact. Suggestion that going forward, at each meeting, a more "formal" Town and School District revenue and expense reviews (ex. "rate of spend", projected unexpended fund balance) to understand progress and challenges/issues that may impact the budget cycle and is important for the committee to perform its fiduciary duties and responsibilities.

Discussion on the reviewing/updated the Committee's Bylaws. It was decided that the Bylaws be retired/abolished, given they had not been adopted last year, and follow Robert's Rules of Order for conducting the committee's business. Mr. Jasper motioned for the committee to adopt Robert's Rules of Order as the manual of procedures for the Budget Committee. Mr. Lawrence seconded.

Mr. Murray moved and Mr. Cole seconded a motion that all committee members receive a copy of Roberts Rules of Order. Mr. Walsh suggested receiving an abbreviated version (ex. Cliff Notes version) would be beneficial.

Mr. Jasper indicated he would be happy to provide copies of the book to the committee members, ideally with an abbreviated summary.

Motion passed 8-0.

### E. Election of Officers

Chairman Martin indicated after abolishing the Bylaws, the committee would conduct elections for positions of Chair, Vice Chair and Clerk.

Mr. Jasper nominated Mr. Martin for Chairman, and Mr. Martin respectfully declined.

Mr. Lawrence nominated Mr. Cole for Chairman, seconded by Mr. Jasper.

No other nominations forthcoming, Chairman Martin called for a vote and passed 7-0-1 with Mr. Cole abstaining.

Mr. Jasper nominated Mr. Lawrence for Vice Chair, Mr. Murray seconded.

No other nominations forthcoming, Chairman Martin called for a vote and passed 8-0.

Mr. Jasper nominated Mr. Walsh for Clerk, Mr. Murray seconded.

No other nominations forthcoming, Chairman Martin called for a vote and passed 8-0.

### I. Other Business/Comments

General comments on welcoming the new members and the new officers.

Mr. Walsh commented on the School District's financial reports regarding fund balance, special education expenditures and food service fund balance and on the Town side for revenues and requested information on those items.

Mr. Cole inquired on the progress of the Assistant Town Administrator position and utilizing "return of investment" when reviewing budgetary plans.

Mr. Jasper reminded the Chair that we now have a vacancy and posting of the vacancy should happen in a timely manner.

Chairman Martin thanked the members for their work and commitment.

Mr. Jasper motioned and Mr. Cole seconded to recognize Mr. Martin for his last year of service as Chair doing double duty as Chairman and Minute-taker. Motion passed 8-0.

Mr. Cole mentioned putting together a schedule of meetings through October, perhaps excluding July.

### J. Next Meeting: May 1, 2024

### K. Adjournment

Motion to adjourn by Mr. Lawrence, seconded by Mr. Jasper. Motion carried on a voice vote 8-0.

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Meeting was adjourned at 8:01 PM.

Respectfully Submitted,

Kevin Walsh  
Clerk

Ref: Recorded by HCTV [Budget Committee Meeting of 04-03-24 \(hudsonctv.com\)](#)