



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
FINANCE COMMITTEE**

**P.O. BOX 360 – 1 Main Street  
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**Brookline Finance Committee Meeting  
Meeting Minutes  
Tuesday, March 22, 2022**

1 Committee Attendance: Brian Rater, Tracy Perry, Cindy LaCroix

2  
3 **Meeting called to order: 7:31 pm**

4  
5 Brian Rater (BR) – Welcomed finance committee members to the March meeting of the  
6 Brookline Finance Committee.

7  
8 **Public Input** – no public present

9  
10 **Meeting Minutes for Approval**

11 **February 15, 2022 – Brookline Finance Committee - BR motioned to approve as submitted;**  
12 **CL seconded. BR entered the voting mode by show of hands. The motion carried 2-0-1.**

13  
14 **3. Agenda adjustments - none**

15  
16 **4. Election of Officers**

17 CL nominated BR for Chair **BR entered the voting mode by show of hands. The motion**  
18 **carried 3-0-0.**

19 CL nominated TP for Secretary **BR entered the voting mode by show of hands. The motion**  
20 **carried 3-0-0.**

21  
22 **5. Committee assignments (SAU Budget, Capital Improvements)**

23 Brian explained the committees that require Finance Committee representation.

24 SAU Budget – Brian Rater

25 Capital Improvements – to be reviewed once the Planning Board announces the 2022 schedule

26 School Facilities – Brian to reach out Chairman Haag regarding needs for upcoming facilities  
27 reviews and building project.

28  
29 **6. Discussion of potential ad hoc committee that may have Fincomm representatives**

30 Envisioning, Master Plan, Energy Committee – pending direction from the Selectboard on new  
31 committees

32  
33 **7. Review / adoption of annual code of ethics**

34 CL motioned to adopt the 2022 Code of Ethics, TP seconded **BR entered the voting mode by**  
35 **show of hands. The motion carried 3-0-0.**

36  
37 **8. Overview of meeting and public notification requirements**

38 BR provided an overview of committee structure, rules, guidelines. Noted 2 members are  
39 required for a quorum. Also, if a topic requires discussion, email asking to be added to the next  
40 agenda. 24 hours notice of meetings. Brian sends agenda to Town Administrator to post.  
41 Meetings must be in person.

42  
43 **9. Overview of activities/responsibilities through the fiscal year**

44 Brian explained the annual responsibilities. Budget development begins in the fall and extends  
45 through Town Meeting in March. Town budget workshops in the fall, hearings are held in  
46 January. School administration works through a few rounds of budget development prior to the  
47 joint meeting with the Finance Committee in November/December. Meet in January to finalize  
48 warrant articles, followed by the Deliberative Session in February per SB2.

49  
50 **10. Overview of budgets, fiscal years, income, tax rates**

51 Town fiscal year is January to December. School Fiscal Year is July – June. When the  
52 Selectboard sets the tax rate in the late fall, it is based on the current year Town Budget, ½ last  
53 year and ½ current year of the School Budgets.

54 Expenses – Other Revenues = Total Property Tax Required to be collected

55 Unassigned Fund Balance – Selectboard determines how much to retain vs return to taxpayers as  
56 a reduction in the tax rate. Department Heads may move money within their department line  
57 items. Moving money from one department to another requires action by the Selectboard.

58  
59 **11. Overview of town and school accounts**

60 Town report includes report of various town accounts, funds, trusts, etc.

61  
62 **12. Goals for the year**

63 To be reviewed at next meeting

64  
65 **Reports from Other Committees**

66  
67 **CL reporting on BPW Committee** – Fire pump installation underway; testing scheduled for  
68 4/1/22. Approximately \$30,000 left in the CM's contingency.

69 No other committee updates.

70  
71 **Set date of next meeting** – BR proposed next meeting for April 19, 2022 at 7:30 pm.

72  
73 **Other Business** - none

74  
75 **BR asked for a motion to adjourn the meeting. TP moved to adjourn; CL seconded.**

76 **BR entered the voting mode by show of hands. The motion carried 3-0-0.**

77 **The meeting was adjourned at 8:35 pm**