



**TOWN OF
BROOKLINE, NEW HAMPSHIRE**

**P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360**

Telephone (603) 673-8855, ext. 213
Fax (603) 673-8136

<http://www.brooklinen.h.us>

**Proposed Actions
2020 BudCom Study Committee
Thursday, May 21, 2020**

1. Committee Members review NH RSA 32 “Municipal Budget Law”
 - a. <http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-III-32.htm>
 - b. Focus on sections:
 - i. RSA 32:5 “Budget Preparation”
 - ii. RSA 32:14 “Adoption”
 - iii. RSA 32:15 “Budget Committee Membership”
 - iv. RSA 32:16 “Duties and Authority of the Budget Committee”
 - v. RSA 32:18 “Limitation of Appropriations” (10% rule)
 - vi. RSA 32:18-a “Legislative Body Override of Limitation of Appropriations”
 - vii. RSA 32:24 “Other Committees” (Finance Committee)
2. Committee Members review 2020 Town Meeting Warrant Article 21 Presentation “Budget Committee for the Town of Brookline”
3. Confirm/determine if Warrant Article at Town Meeting for establishing a Budget Committee applies to both the town budget as well as the Brookline School District Budget?
 - a. Source: NH Department of Revenue Administration (NHDRA)
 - b. Source: NH Municipal Association (NHMA)
 - c. Source: NH School Boards Association (NHBSA)
 - d. RSA 32:16 I. states *“To prepare the budget as provided in RSA 32:5, and if authorized under RSA 40:14-b, a default budget under RSA 40:13, IX(b) for submission to each annual or special meeting of the voters of the municipality, and, if the municipality is a town, the budgets of any school district or village district wholly within the town, unless the warrant for such meeting does not propose any appropriation.”*
4. Obtain budget history and population for past 25 years (ideally), available from Finance Committee (?) and/or town administrator
 - a. Town of Brookline Budget and Population
 - b. Brookline School District Budget and Student Population’
5. Obtain information on NH Towns/Cities, Cooperative School Districts, Authorized Regional Enrollment Area (AREA) Schools who have

- a. Official Budget Committee
 - b. Unofficial Budget Committee (Finance Committee)
 - c. Neither type of committee
 - d. Sources:
 - i. NHDRA
 - ii. NHMA
 - iii. NHSBA
 - 1. Cooperative School Districts
<http://www.gencourt.state.nh.us/rsa/html/XV/195/195-mrg.htm>
 - 2. AREA Schools (does Budget Committee apply?)
<http://www.gencourt.state.nh.us/rsa/html/XV/195-A/195-A-mrg.htm>
 - e. Additional Information
 - i. Number of members
 - ii. Terms of member
 - iii. When established
 - f. Any recommendations on Budget Committees who may be willing to speak to us?
6. Development of Advantages and Disadvantages
- a. Sometimes these ideas are not clear-cut
 - b. An advantage to one person may be a disadvantage to another (and vice versa)
7. Brookline Budget Committee Composition (if recommended) per RSA 32:15
- a. Number of elected members
 - b. Statutory appointed members (one year): One member from Selectboard and one member from School Board (RSA 32:15 I. (b)).
 - c. Terms
 - d. Transition from Finance Committee
8. Outlining Differences between Official Budget Committee and Unofficial Budget Committee (Finance Committee)
9. Establish Point of Contact on BudComm Study Committee Website for Public Input
- a. <https://www.brooklinenh.us/budcom-study-committee>
 - b. Chair, Vice Chair, or Secretary?
10. Any other recommended actions or research?
11. Agency Contact Information:
- a. NHDRA <https://www.revenue.nh.gov/>
 - i. Mr. Bruce Kneuer, bruce.kneuer@dra.nh.gov, 603-230-5953
 - b. NHMA <https://www.nhmunicipal.org/>
 - i. nhmainfo@nhmunicipal.org, 603-224-7447
 - ii. Legal Group, legalinquiries@nhmunicipal.org
 - c. NHSBA <https://www.nhsba.org/>
 - i. Ms. Amanda Hodgman, amanda@nhsba.org, 603-228-2061