# Town of Francestown

Budget and Advisory Committee (BAC)

## *Meeting Minutes*

**Date:** July 30, 2026

**Location:** Town Offices, Lower Level

**Attendees**

- David Gleason, Chair
- Stewart Brock
- Tim Coffin
- Judy Bitterli
- Absent: Ari Levine

Mr. Gleason called the meeting to order at 9:05am

Minutes of July 9th meeting were unanimously approved without amendments.

**Discussion Summary**

- The committee reviewed applicable 91A rules:
  - Key concept: all deliberation and discussion of committee matters must occur in a public forum in the interests of governmental transparency
  - E-mail should never be used for deliberation
  - Any 3 voting members constitute a quorum. It's OK to socialize together, but committee business must be avoided.
  - Use the town SharePoint site for documents and editing so that we operate in a 91A compliant space that can be accessed through public records requests
  - Each member needs to set up access to the site as soon as possible, with help from Jamie as necessary.
  - We will discontinue sending files by email as soon as everyone is online
  - Review the SharePoint BAC/91A folder to find and post relevant documents; resources are also available from NH Municipal Association.
  - **New Agenda Item**: walk through SharePoint structure and file naming conventions during the August 6 Committee meeting.
- Projecting revenue and expense changes in 2027
  - Judy will research the revenue side of the budget and State funding
  - David will analyze inflationary drivers by expense category, e.g., fuel, construction, & health insurance
- Francestown Independent School District "FISD".
  - Stew will serve as liaison to the FISD School Committee, and he is already serving on their Finance and Negotiating committee.
  - BAC members expressed a desire to work with the School Committee as useful and appropriate.
  - FISD is currently engaged in negotiations to purchase the school building from ConVal and a bond issuance is anticipated. Tim volunteered to help the town navigate financing options as appropriate.
  - Stew will keep us updated on progress

- Judy will serve as liaison to the Planning Board and Master Plan Committee
- David will lead the group effort on taxpayer outreach and communications
- Budget cycle timeline – we're getting started earlier this year
- Process ideas for the budget directive were discussed

**Action Taken**

- Judy made a motion to establish the following Committee Policy on Meeting Attendance: Absences must be excused by Chair and three unexcused absences may result in dismissal from Committee, seconded. The motion carried unanimously.

**Deliverables**

- Judy will power point executive summary for
- David will collaborate with Jamie & SB on taxpayer inclusion and the Budget Hearing and Town Meeting plan throughout the budget cycle
- Publicize, reach out, and recommend to the SB two people to fill the committee's vacant alternate seats.
- David will find out and share the rules regarding virtual (Zoom) attendance and quorum.

**Meeting Schedule**

- **The next BAC Meeting will be on Thursday, August 6, 2026 at 7:00PM.**
- Throughout the 2027 budget cycle, BAC will meet at 7:00pm on the 1st and 3rd Thursday of each month, in the Town Offices, lower level. Individual meetings may be cancelled – please check postings.

**All Francestown Residents are encouraged to attend BAC meetings.**

Meeting adjourned at 10:10am

Respectfully Submitted by Tim Coffin