

Budget Committee

Meeting Minutes

11/13/17

Present: Rob Glassett, Chairman, Wayne Anderson - Vice Chairman, Janet Cavanagh, David Carr, Joe Caristi, Ashley Dolloff, Robert Emerson, Bill Cote, John Sellers, Walter Waring, Scott Sanschagrin, Elizabeth Schneider, JP Morrison, Selectmen's Rep, Don Milbrand - Alternate Select Board Rep

Absent: None

Call to Order: Committee Chair Rob Glassett called the meeting to order at 6:30pm.

Review of Minutes: Elizabeth Schneider made a motion to accept the minutes of October 23, 2017, seconded by JP Morrison as amended, changing Town "Manager" to Town "Administrator". The Committee voted 10-0-2 in favor of the motion.

Correspondence: Rob Glassett discussed a note from the Historical Society re: Liability Insurance, requesting \$250 of the \$500 total cost. The request was submitted by Lucille Keegan. Mr. Glassett will discuss this with Nik Coates.

Old Business: Mr. Glassett has received the answers to John Sellers' questions. Not all the questions are answered. After a brief discussion it was decided that the Finance Director and Department Heads will need to be at a meeting to answer questions. There was a discussion of having a meeting on November 20th. Mr. Glassett will ask the Finance Director to attend.

New Business: Don Milbrand, member of the CIP committee, (Capital Improvements Plan, sub-committee of Planning Board), presented a spreadsheet showing planned out expenditures by department and a second sheet showing the long term debt service from capital projects in the town and off-setting revenues that are expected. This is a ten year out plan.

- Police: Traditionally one cruiser is replaced each year. It is suggested that \$49,500 be placed in the Capital Reserve Fund, as there is \$500 left in the Fund from last year.
- Public Works: No scheduled purchase for equipment with the notable exception of the Vacuum Truck. It has been repaired at this time. CIP recommends that \$140,000 be placed in Capital Reserve for equipment, \$250,000 for paving, and \$207,000 for Transfer Station improvements (this is already set aside in Transfer Station Improvements Enterprise Fund).
- Fire: Capital Reserve showing \$50,000, Ambulance 2 regularly scheduled expenditure stretched out every 6 years. (\$160,000, in Capital Enterprise Fund to go towards this, with the other \$40,000 coming from Ambulance revenue. Replacement cost \$200,000).
- Kelley Park: Master Plan Update/Projects \$20,000 spread out over next few years as a place holder. Once Master Plan Update is done the hope is Kelley Park will come to the CIP with a list of projects and the amount will be updated.
- Town Office Building Space Needs: \$110,000 stretched out for 20 years (\$1.5 million over the 20 year term).

Request from Budget Committee to have Bob Blanchette from the Finance Office attend the next Budget Committee meeting.

Mr. Glassett would like to note a schedule change to move the meetings up one week. The Committee will not be meeting January 2nd but will add a meeting at end of the month on Jan. 29th. The draft Budget will be ready on November 20th.

Motion made by Wayne Anderson to move that the Budget Committee requests that the Town Administrator provide the Budget Committee with a workable Excel Spreadsheet for both expense and revenue reports, dating back a period of 4 years. Seconded and approved 10-0-2.

Mr. Anderson called Business Management Systems Incorporated and spoke to Bob Perrillo Sr. to help walk through the process of changing from PDF to Excel.

Mr. Anderson would also like to get the Cash Flow Analysis report. Mr. Glassett will follow up on that.

Motion by John Sellers to adjourn, seconded by Elizabeth Schneider 10-0-2

Respectfully submitted,

Megan Hewitt