

Budget Committee
Meeting Minutes
June 12, 2017

Present:

Chair- Rob Glassett, William Cote, JP Morrison, John Sellers, Betsy Schneider, Dave Carr, Bob Emerson, Ashley Dolloff, Scott Sanschagrin, Wayne Anderson, Walter Waring, and Joseph Caristi.

Absent: Janet Cavanagh

Others Present:

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

Review of Minutes: Joe Caristi made a motion to amend the May 8th minutes to say Accounting Services not County Services under new business. The motion was seconded by John Sellers. The Committee voted 7-0-3 in favor of the motion. Bob Emerson made a motion to accept the May 8, 2017 minutes as amended, seconded by John Sellers. The Committee voted 9-0-3 in favor of the motion.

Correspondence: Fire Chief LaRoche has extended an invitation to all town committees to attend a fire extinguisher training on June 22nd at 5:00 at the TTCC.

Old Business:

Scott Sanschagrin made a motion to accept the By-Laws for 2017 as written, seconded by Bob Emerson. The Committee voted 12-0 in favor of the motion.

John Sellers asked about the overage in line 4196-480 Property/Liability. Rob Glassett replied that the transfer to Water/Sewer has been done.

John Sellers asked about overspending in line 4153-395 Accounting Services. Rob Glassett replied that the interim Finance Officer is a 1099 employee and cannot be paid out of the Finance Officer line.

John Sellers commented that the Town Car expenses needs to be watched. Bill Cote asked who uses the car the most. Rob Glassett replied that the Police Department has the car a good portion of the year and then it is turned over to general government when the new cruiser is put in service.

New Business:

Dave Carr commented that it would be good to have the Town Administrator attend the meetings to answer questions. Rob Glassett replied that the Town Administrator or the Finance Officer will be attending the meetings.

Rob Glassett commented that he feels that there is not much business for the Committee to conduct this summer and questioned whether the July and August meetings should be canceled. Mr. Glassett informed the Committee that revenue and expense reports will be sent during the summer. Mr. Glassett would like to condense the non-profit presentation nights to one night which will give the Committee another meeting night to work on the budget. Dave Carr commented that to do a fair job on the budget the Committee needs to spend time on it to study it. JP Morrison commented that the Committee needs to spend more time on the bigger budgets. Rob Glassett commented that this year he would like to Committee to look at individual lines and state what amount should be in each line.

Joe Caristi asked if the town does accrual based accounting or cash based. Mr. Caristi requested a list of

onetime expenses in the budget. Rob Glassett replied that he will ask the Town Administrator for this information.

Rob Glassett commented that lines 4140-211 and 4140-212 are showing slightly over but this should be a 50/50 split with the Tax Collector budget lines. Mr. Glassett will check to see that this is fixed.

John Sellers commented that lines 4220-665 and 4220-666 need to have their descriptions updated.

Dave Carr commented that the period and current year columns show the same amount. Rob Glassett will get clarification on this.

Bill Cote commented that at a prior meeting the Committee talked about forming a sub-committee to work on the budget. The sub-committee will include less than 7 members so the meeting doesn't have to be posted. Bill Cote made a motion to form a discovery sub-committee to get a head start on the budget process in lieu of regular meetings. The motion was seconded by John Sellers. The Committee voted 12-0 in favor of the motion. The sub-committee will consist of Walter Waring, Joe Caristi, Bill Cote, Dave Carr, and Wayne Anderson. Rob Glassett will attend to take notes. Alternates include Ashley Dolloff, Betsy Schneider, and John Sellers. The sub-committee will meet in July to start work on the two bigger budgets, Police and Fire.

John Sellers made a motion to cancel the July and August Budget Committee meetings, seconded by Bill Cote. The Committee voted 12-0 in favor of the motion.

John Sellers made a motion to schedule the non-profit presentations for one evening on October 23rd, seconded by Scott Sanschagrin. The Committee voted 12-0 in favor of the motion.

Member Comments:

Select Board Comments:

Adjournment: Scott Sanschagrin moved to adjourn, seconded by Bob Emerson. The Committee voted 12-0 in favor of adjourning.

Respectfully submitted,
Wendy Costigan