

## BUDGET COMMITTEE MEETING 10/16/12

Members Present:

Harold Morse – Chairman

Bill Smith Vice Chairman

John Feuer

Craig Schuster

Sue Carroll

Wendy Barker

Barbara Snicer for Board of Selectmen

Chairman Harold Morse called meeting to order 7:00 pm

Discussion on how to allocate- 1.4 mil retained in 2010: set aside for capital needs, bring down tax rate, selectmen working on a policy, fund warrant articles

John Feuer asked if it was only discretion of selectmen. Barbara Snicer informed the committee that it can make recommendations. Harold Morse stated for emergencies, repairs, law suit, ice storm. Barbara Snicer told the Committee that the funds could not be allocated for legal defense, but to pay legal judgments, must be authorized by court, need to get permission or DRA

Next the committee discussed how departments are to present Budget.

Harold Morse said that the departments should be given a weeks notice and go through the department liaison, Craig Schuster said that in the past departments present the budget, the committee makes recommendations, then the department comes back. Harold Morse agreed. Craig Schuster asked what the main goal for the budget is. The committee agreed that it should be a zero increase,

Craig Schuster said that the library has already contacted him about budget. Wendy Barker liaison for planning & zoning and Fire dept said that she sent out emails has not heard anything, will reach out again Bill Smith said that he would meet with Ted Stewart tomorrow. Harold Morse said that the Committee would discuss the road agent, P&Z and building inspectors next week.

Next the committee discussed a master copy of the budget. Barbara Snicer was asked to get a master copy put on server where Barbara, Bill Ennis and Bill Smith can access and make changes. That way have one master copy – Bill Smith said he called Peter Broom, 1<sup>st</sup> Choice Networks and he said he could get it on the server next week. Bill Smith also said that the budget spread sheet had changed so that there were tabs that were linked to the master budget so only he, Bill Ennis and Barbara Snicer should be allowed to make changes on the master copy.

Bill Smith will email copies to the committee to work with and explained how the new spreadsheet works.

Next the committee discussed departments that earn revenue and whether the revenue goes to the general fund or to a special fund for that department like the library and Sun and Fun. Harold Morse asked if there were more questions regarding the process

Next the committee discussed the dates for the meetings. Barbara Snicer suggested that the committee give Dave Williams the schedule, and set a date for the public hearing

Harold Morse suggested that the committee post the final hearing by the January 8<sup>th</sup> and hold the public hearing on January 15<sup>th</sup>, the deliberative is Feb 2<sup>nd</sup>, and the last scheduled meeting is Nov 5<sup>th</sup>, The meeting after that is when the committee calls people in, Nov 20<sup>th</sup> is the last meeting , meeting 5

Harold Morse suggested that on November 27<sup>th</sup> the committee can meet to review and adjust the budget, as well as on December 4<sup>th</sup> and December 8<sup>th</sup>.

Craig Schuster suggested that the committee ask departments for a contingency plan say they have 5%,

Next the committee discussed how the future budgets would be formulated. Barbara Snicer informed the committee that the budget committee would develop a default budget which is not linear, it would be the budget for the previous year minus one time expenses plus new obligations, like insurance and insurance rates, the budget committee is in a better position to develop a default budget and should do that first. Harold Morse asked if it would be department by department. Barbara Snicer said it would have to be the budget committee that formulates a default budget.

Bill Smith asked about meeting dates. Harold Morse suggested the 23<sup>rd</sup>, the 30<sup>th</sup>, November 13<sup>th</sup>, November 20<sup>th</sup>, November 27<sup>th</sup>, December 4<sup>th</sup> and January 8<sup>th</sup>, and another meeting could be added.

Next the committee discussed when to have the public meeting. It was decided to do the same as last year, with the public meeting on January 15<sup>th</sup>, recommendations 2 days prior, the same day as recommendations for change warrants. Meetings could be held January 8<sup>th</sup>, 11<sup>th</sup> and 15<sup>th</sup>. Harold Morse asked if Barbara Snicer would post. Wendy Barker stated that she would post the dates on the budget committee web site. Barbara – informed the committee that they need one week for public hearing, 24 hours for other meetings, and they can just stick a notice on the wall.

Harold Morse said he had an email re the capital improvement committee, it should fall under planning and zoning

Harold Morse asked the committee if there were other items to discuss. Bill Smith made a motion to adjourn. Sue Carroll seconded the motion. The committee voted unanimously to adjourn at 8:30 pm.