

BUDGET COMMITTEE MEETING MINUTES

WEDNESDAY JANUARY 30, 2013

THE MEETING WAS CALLED TO ORDER at 6:02pm by Budget Committee Chairperson Mr. Clifford.

ROLL CALL 6:02pm: Present were Mr. Clifford, Ms. Nadeau, Mr. Puccetti, Ms. Vallee, Mr. Zambarano

MOTION TO APPROVE THE MINUTES of the January 23rd with 3 amendments was made by Mr. Puccetti, seconded by Mr. Zambarano was unanimously approved.

REMARKS BY TOWN COUNCIL PRESIDENT FLAHERTY: Mr. Flaherty thanked Budget Committee members for serving on the Committee. He stated that a Charter Review Commission is being formed and asked the Committee to think about any changes to the Town Charter we might suggest to improve the Budget Committee process. Also Mr. Flaherty stated that on Saturday March 9th members of every town committee will be invited to an "All Boards Forum" meeting from 8:30am until 12:00pm. A more detailed invitation will be extended closer to March 9th.

REMARKS BY FINANCE DIRECTOR MS. MACDONALD: Mr. Clifford asked Ms. Macdonald when the departments would get Town

Administrator Ms. Hamilton's recommended budget. Ms. Macdonald responded that the department heads probably already had those budget recommendations and most had already met with Ms. Hamilton.

OLD BUSINESS:

A. SCHOOL DEPARTMENT FY 2013-2014 BUDGET: The Committee reviewed the format of budgets from several other communities and like the format which allows for a same page 4 column comparison of 1) Actual Expenditures for the previous year; 2) Appropriations for the current year; 3) YTD Actual Expenditures for the current year; and 4) Appropriations budgeted for the following year. The Committee would like to have expenditures from previous years shown comparatively with budget requests for next year.

The Budget Committee reviewed the Audit for the School Department Budget and determined that we would like to meet with the Auditor at his convenience. Additionally, we would like to ask the School Department for all sources of revenue in detail.

A motion to request that the School Department present a detailed revenue report of all anticipated revenue for FY2014 was made by Mr. Zambarano, seconded by Mr. Pucetti, and unanimously approved.

A motion was made by Mr. Zambarano to authorize Budget

Committee Chair Mr. Clifford and one other Budget Committee member to meet with the School Department to request additional information as it pertains to the past 3 years appropriations and expenditures. Ms. Vallee seconded the motion which was unanimously approved.

B. SCHEDULING OF DEPARTMENT MEETINGS: We reviewed the proposed schedule as outlined by Mr. Clifford and agreed to move forward and begin scheduling meetings with department heads.

C. RULES AND REGULATIONS: We discussed the 9th rule to be amended as follows: “9. The committee shall meet on the first and third Wednesday of the month at 6:00pm through the budget season. By a majority vote of the committee meetings may extend beyond 9:00pm. Additional meetings will be scheduled by the Budget Committee chairperson as needed.” A motion was made by Mr. Puccetti to approve the amended change to #9, seconded by Mr. Zambarabo and unanimously approved.

NEW BUSINESS:

A. SCHOOL DEPARTMENT AUDITORS REPORT: Mr. Clifford will contact the Auditor and ask him to give the Committee a couple of dates that he would be available to meet with the Committee.

NEXT MEETING:

Wednesday February 6th at 6:00pm at Primrose Fire Station.

Motion to adjourn the meeting at 7:42pm was made by Mr. Puccetti, seconded by Mr. Zambarano and unanimously approved.

Minutes respectfully submitted,

Merrie Nadeau