

Eliot Budget Committee  
Preliminary Agenda  
July 24, 2012, 6:00 PM, Town Hall, BOS Room

Call meeting to order.

Take attendance.

Review and approve minutes from July 10, 2012, Budget Committee meeting – as submitted by Bill Jacques.

Review/complete task assignments from the Budget Committee meeting of July 10th:

1. Ed Strong will provide a sample department budget with annotations. The BudCom will discuss a preferred format for department budget submittal so that a more thorough review can be performed.
2. Jeff Pelkey will review the process of Zero Based Budgeting (ZBB) and suggest the means for implementing some level of ZBB into this year's budget process.
3. John Reed will create a budget calendar for 2012-2013.
4. Roland Fernald and Rebecca Davis will coordinate questions on the Route 236 TIF Sewer Project and determine which person, department or committee each question should be directed to. A plan will be developed for pursuing answers from the appropriate parties and recording the answers for publication.
5. Robert Fisher will provide a list of people to be invited to future BudCom meetings - people that can provide information that will help the committee do a better job and gain a better understanding of processes.

Discuss the recently released Audit and Management Letter.

Discuss how to obtain a complete profit and loss statement for the Eliot Community Service Department. This department has been included in the annual audit; therefore, statements must be available for review. Future discussions will cover the budget overages referenced in previous audits – as well as the current audit.

Discuss a study of the municipal budget starting 10-20 years ago. Where have the major increases occurred? How can increases be managed? This is a major effort that will be conducted throughout the budget year.

Other business brought by committee members.

Public comments.

Adjourn.