

## ELIOT BUDGET COMMITTEE MEETING

OCTOBER 29, 2013

Present: Edward Strong, Phil Lytle, Rebecca Davis, Robert Fisher, Donna Murphy, Rosanne Adams

Absent : William Jacques

Meeting opened at 6:44PM

BUSINESS

1. MINUTES

Discussion concerning adding a designation in the minutes when members are not at the meetings as being excused if they have notified the Chairman of their unavailability.

MOTION made by Adams, 2<sup>nd</sup> by Strong to make note of an absence as being "excused" when the individual contacts the chairman and notifies him/her of their unavailability. VOTE: 4 with 1 member and Chair abstaining

Minutes of September 10, 2013 – MOTION by Strong, 2<sup>nd</sup> by Murphy to accept as written. VOTE : 5-0, 1 abstain

Minutes of September 17, 2013 – MOTION by Strong, 2<sup>nd</sup> by Murphy to accept as written. VOTE: 5-0, Chair concurs

Minutes of September 24, 2013 – MOTION by Strong, 2<sup>nd</sup> by Murphy to accept as written. VOTE: 3-0 Chair concurs, 2 abstain

Minutes of October 8, 2013 – MOTION by Strong, 2<sup>nd</sup> by Murphy to accept as written. VOTE: 5-0, Chair concurs

2. REVIEW OF ADMINISTRATIVE BUDGET – purpose to develop questions for areas that are of concern. Referencing documents : April 1, 2013 dated Admin. Budget ; Year End Expense Report Summary dated 8/13/13; Admin. Budget dated 2/21/13. John Reed was present to consult with us. The committee compared what was requested last year with what was expended and developed specific and general questions. (QUESTIONS ARE ATTACHED TO THESE MINUTES). The Secretary will go through past minutes and the notes of last year's joint meetings with the BOS and Department Heads to see if some of the questions have been answered. Ed Strong will ask the town clerk why the "storage fee" account went over. It was AGREED that the Chair and Secretary will go through the questions and develop a format using line account item #s. They will have this ready for the November 12<sup>th</sup> Budget Committee meeting. The questions will then be submitted to the Administrative Assistant with copy to the Selectmen. The Chair asked that any further questions be submitted to her ASAP.

During discussion the following concerns/interests were noted:

Need to remember that our Ambulance service has no cost to the town.

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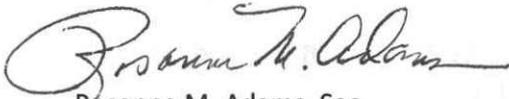
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Follow up on the auditors findings concerning the revenue report and lack of transparency especially in the ECSD reporting.

Highway Dept. – take a closer look at use of snow removal funds for repairs. Concern. Are fringe benefits paid for out of the snow removal account or is it included in the department figures for fringe benefits? Consider getting exact wording for the use of snow removal monies as policy.

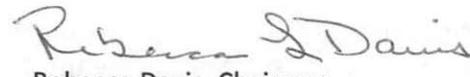
Meeting adjourned at 9:18PM.

Respectfully submitted,



Rosanne M. Adams, Sec.

Date 11-12-13



Rebecca Davis, Chairman

#### QUESTIONS

What employees are included in the salary expense? Are all ECSD employees included in this?

Why are the FICA and MSRS/Town amounts over<sup>spent</sup>spended?

Does the Health Insurance expense include all employees?

Why is there a surplus in the Workers Comp account?

05-30 Equip/Contract – What is the for?

10-02 Legal Services – what departments/committees used this service?

05-75 Service Fees – not appropriated. What was this used for?

Consulting Fees – why was this over<sup>spent</sup>spended? What departments?

Why was computer license fees over<sup>spent</sup>spended? Aren't these fees known?

20-40 Office Supplies – please give breakdown . Are these bought in bulk for all departments?

Breakdown is needed for each department re: overage in Salary and Fringe Benefit Account.

Why were the Administrative salaries over by \$12,000?

25-10 Equip. Repair/Maint – is this a CIP related expense?

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30-10 –Unemployment - Who was laid off? What department?

How much would unemployment insurance cost? (town presently is self-funded)

35-10 Office Equipment – What was purchased?

Need breakdown of just what “dues” are paid and to whom

99-40 TAN – short term bonds. Where does the surplus go? Is it carried over? Reserve Account?

Need breakdown of specifics re: Safety and Travel expenses

Why was the “Mapping” account not expended and what happened with the money?

Why wasn't the “Record Preservation” monies used? Was the money held over into this year?

Was there any surplus in last years Admin. Budget that was held over into this year?

Please give the Reserve Accounts held by the town and the year end (2012-13) balances

Please give a list of all monies requested to be held over from last year's into this year's budget – the department and the amount