

## ELIOT BUDGET COMMITTEE MEETING

November 12, 2013

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

Absent : William Jacques (excused)

Meeting opened at 6:30PM by Chairperson Rebecca Davis

BUSINESS

## 1. MINUTES

Minutes of October 29, 2013 – MOTION by Murphy, 2<sup>nd</sup> by Strong to accept as corrected on original minutes. VOTE : 5-0, Chair concurs

2. REVIEW OF ADMINISTRATIVE BUDGET – Chair handed out a proposed format with questions to the Administrative Assistant for the committee to review and comment on. Committee members are to email the Chair with any further questions or corrections/deletions that they find. It was AGREED that a cover letter will go with this questionnaire when it is sent out making it clear that we are looking for broad overview of department expense line items and not a ridiculous amount of detail. Next meeting will be Nov. 19<sup>th</sup> to go over this questionnaire and finalize.

3. REPORT – Re: Town Record Storage – Ed has spoken with the town clerk who said that she doesn't know why it was over budget last year. Dan did the figures for it.

4. ELECTRONIC RECORDS - In January at a joint meeting with the BOS, the budget committee and department heads we asked for reports in electronic form rather than paper. Dutch said he would get together with Dan and Dave Emery to see what could be done about this. AGREED Rebecca will check to see on the progress of this.

5. ECSD Budget - we are still awaiting a printout of the integrated data that the treasurer and department were working on. AGREED Rebecca will check on this.

6. REPORTS – We are still awaiting Expense reports and AP Warrant Reports for this year and the two previous years for comparison. We also need current expense reports w/ warrant article amounts. AGREED Rebecca will request these again.

## 7. REPORT/REQUESTS for next BOS meeting –

- List of budget amounts that were rolled over from last year into this year's budget and department
- Request an exception to the rules re: use of Skype by committees. Asking that Ed be allowed to vote while in Florida (he will NOT be used to make a quorum)

8. FIRE DEPARTMENT BUDGET – the committee briefly looked over last year's budget and expenditures in preparation for the committee's regular meeting in December.

9. MEETING WITH ADMINISTRATIVE DEPARTMENT HEAD – Rebecca will E-mail Dan and ask for some dates and times in early December that he might be available to meet with the committee.

Meeting adjourned at 8:16PM.

Respectfully submitted,

  
Rosanne M. Adams, Sec.

  
Rebecca Davis, Chairman

12/10/13  
Date