

ELIOT BUDGET COMMITTEE MEETING

November 18, 2013

Meeting called to order at 6:30pm

Present: Robert Fisher, Rebecca Davis, Edward Strong, Donna Murphy, Rosanne Adams, Phil Lytle , Bill Jacques (arrived at 6:40pm)

BUSINESS

1. Budget Review Report with questions for the Administrative Assistant w/ cover letter. Using 2012-13 year end Expense Summary Report, notes clarifying items were placed in the report and questions were created to clarify line items. The cover letter explains the Budget Committee's use of the report – it is to put all the answers in writing so we have a record of what budget line items mean and so that future committees and the public will have this information to refer to going forward. It is not intended to be burdensome or extensive, we are seeking general information. MOTION by Fisher and 2<sup>nd</sup> by Strong to insert into the cover letter that the answers need to be in writing. VOTE: 5-0, Chair concurs. MOTION by Murphy, 2<sup>nd</sup> by Strong to accept the amended Report with questions and the amended cover letter. VOTE: 5-0, Chair concurs.

Chair will drop copies off for the Administrative Assistant and the Board of Selectmen

2. It was suggested that members of the committee form teams and then using the format that we have each take a department to work on (developing the questions). In this way the finalizing of the questions for more than one department could be covered at a meeting, helping the process proceed more quickly. It was AGREED to accept volunteers Bill Jacques and Rosanne Adams to do the Fire Department Budget and Rebecca Davis and Donna Murphy to do the Eliot Community Service Department. Rebecca will get the template to Rosanne and Bill for them to use.

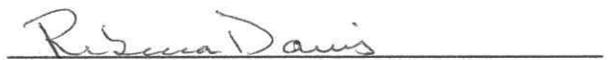
Next Meeting : December 10<sup>th</sup>

Meeting adjourned at 6:55pm

Respectfully Submitted by



Rosanne Adams, Recording Sec.



Rebecca Davis, Chair Date 12/18/13