

Meeting called to order at 6:35pm

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

BUSINESS

1. Report and Update by Chair

- Chair attended the last BOS meeting and brought up Skype, copy of the Town Audit draft, receiving financial reports in electronic form, roll over amounts from Department's 2012-13 budgets, RFP for Road Study
- Still need to confirm dates for joint meetings with BOS and department heads
- We will be meeting with the Administrative Assistant (Dan Blanchette) Mon., Dec. 23rd at 5:30pm.
- Re: Skype – Because the rules governing town boards and committees is an “ordinance” and not a “policy”, it can only be changed by a town vote. A person can “attend” a meeting by Skype but cannot have a vote at this time [per: BOS]
- The issue of receiving financial reports in electronic form has not yet been resolved. It is still being looked at. When available the chair will be requesting 3 back years of reports.
- Re: Reserve Fund balances – still has not received the information
- Roll over amounts from last year's budgets – was told they don't keep track of this and one would have to review BOS minutes. Rosanne said she has looked at most all of this year's minutes and will pull out and send the information to the Chair.
- Joel said he would get the Budget Committee a copy of the RFP for the Road Study. It has not yet been received.
- Request for copy of Town Audit Draft – BOS said the town does not have a copy of the draft – the treasurer reviews it and then sends it back. The Chair was told that the auditors said it should be ready soon and will be posted on the town website. It is unclear just what is going on with this document and why the town would not keep a copy of the draft and that it is not available.
- Word is that there is a special town meeting being contemplated. It has been suggested that the purpose is to approve the funding of the town manager's salary. It was suggested that we need to keep a watch on the salary package offered for this position.
- Reminder: meeting re: the 236 TIFD and alternative projects – 6:30, Dec. 19th at the Elementary School. Rebecca will be recording the event for posting to the town website.
- Copies of the Storm water program overview are available. Short discussion of the Park and Pleasant St. town landing improvements followed.

- During the last BOS meeting it was voted that monies received from FEMA for the Feb. 2013 NEMO storm were to be divided between the Public Works, Fire, and Police departments and credited to their accounts rather than put in the general fund. Rebecca put forward the view that the monies should go back into the general fund. The BOS Chairman said they will review that point of view before the check is cut. Following discussion there was a MOTION by Fisher, 2nd Murphy to draft a letter expressing the BC view that these monies should go back into the general fund rather than to the departments. VOTE 6-0. Chair concurs. Rebecca and Donna will write a letter to be finalized by the BC at the December 23rd meeting.
- Re: the Budget Committee 2014-15 Budget Request – the Chair feels that it might be advisable to work up a breakdown of some of the things that the monies requested would cover. These might include: Every door direct mailing(s); Post Cards, printouts for the town meeting; insert(s) in newspapers; notice of meetings in the newspapers (our own write-ups)

2. Business

- MINUTES

November 18, 2013: MOTION by Murphy, 2nd Strong to APPROVE as presented. VOTE 6-0, Chair concurs.

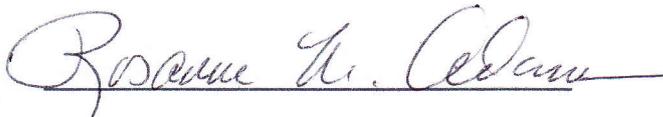
December 10, 2013: MOTION by Strong, 2nd Murphy to APPROVE as presented. VOTE 6-0. Chair concurs.

- Fire Department Budget Review Report (finalize/approve) MOTION by Strong, 2nd Fisher to APPROVE the presented report. VOTE 6-0. Chair concurs. Rebecca will convert to PDF and send to the fire chief with copies to the BOS Chair and Administrative Assistant. Cover letter to be revised, asking if he would be available to meet with us on Dec. 23rd at 4:30 pm or January 6th at 5:30pm.
- Public Safety Budget Review Report (finalize/approve) MOTION by Strong, 2nd Murphy to APPROVE as presented. VOTE: 6-0. Chair concurs.
- Police Department Budget Review Report AGREED that Rebecca and Donna will go over this; send to Ed for added comments for presentation to the Budget Committee at next available meeting.
- Community Service Department (ECSD) Budget Review Report MOTION by Strong, 2nd Lytle for Committee members to send any further corrections, comments to Rebecca. VOTE: 6-0. Chair concurs.

Next Meeting: December 23rd. 5:30pm. Meeting with Administrative Assistant.

Meeting adjourned at 9 PM

Respectfully Submitted by



Rosanne Adams, Recording Sec.

Date Approved : 1-14-14