

Present: Donna Murphy (Chair) Robert Fisher, Edward Strong (via SKYPE), Rosanne Adams, Phil Lytle, Bill Jacques , Cindy Saklad (arrived at 7:40 pm)

Also present: Town Manager Dana Lee and 1 member of the public.

Meeting opened at 6:30 PM.

BUSINESS

1. The Chair asked, if no objection, to change the order of business so that the Town Manager could make a presentation. There was no objection.
2. The Chair welcomed Town Manager Dana Lee who then presented a Budget Summary Sheet [attached] and proceeded to give us an overview of what the Budget Committee will be reviewing. Following this presentation the Chair asked to confirm just what items would be discussed at the first joint meeting on March 3rd. Dana stated that TABS 1, 12, 2, 8 and 10 in our budget books would be covered at that meeting, as was listed on the schedule. The Chair said she would again send this schedule out to members. The Chair and members thanked Dana for coming and he left the meeting at 6:55PM.
3. MINUTES:
 - a. MOTION by Robert Fisher, 2nd Phil Lytle to approve the Minutes of June 9, 2014 as written. VOTE: 4-0. Chair concurs. 1 abstention (not present)
 - b. MOTION by Edward Strong, 2nd Robert Fisher to approve the Minutes of June 14, 2014 as written. VOTE: 5-0. Chair concurs.
 - c. MOTION by Robert Fisher, 2nd Phil Lytle to approve the Minutes of January 13, 2015 as written. VOTE: 4-0. Chair concurs. 1 abstention (not present)
 - d. MOTION by Robert Fisher, 2nd Phil Lytle to amend the December 9, 2014 to reflect that the Minutes of October 14, 2014 were the minutes approved at that meeting. VOTEL 5-0. Chair concurs.
4. PUBLIC COMMENT: none
5. The Chair reported that, as was in the email sent out, the Budget Committee will be meeting (as a committee) on March 3rd, 9th 16th and 19th. These are the best dates that we could come up with because of the room being scheduled for other meetings, the number of joint meetings with the Selectmen, individual member's schedules and taking into consideration three of the Budget Committee members also being on the Charter Commission.
6. The Chair noted that the joint meetings with the Board of Selectmen are March 5th, 10th 17th. Edward Strong questioned the starting time. The Town Manager had changed the start time to 6pm and then, in an email from the Chair of the Board of Selectmen, the starting time was stated to be 5:30pm. The Chair said she would confirm the starting time.
7. Review of Town Budgets
 - a. The Revenue Sheets and the Administrative and Election Budgets were discussed. The following questions will be presented to the Town Manager for clarification:

- i. What is the 3% raise for non-union employees based on? Why this figure chosen? The CPI is around 1.6%.
- ii. The Town Clerk and Finance Director have received pay increases. Will they also receive the planned 3% pay increase?
- iii. Looking at the Health Benefits and increases in the employee's share. What does the % of their portion of the payment translate into in actual dollar figures? Based on both the individual and the family plans?
- iv. The use of Reserve Fund balances – what expense are they each being applied toward?
- v. In the spread sheet showing employees and pay rates, etc. – Why are overtime rates shown for people who are on salary? Are salaried employees paid overtime? What are the salaried positions in the Town?
- vi. On the "All Non-Property Tax Revenue" spread sheet – Why is nothing budgeted for Homestead and Veteran's Reimbursement? And, in general - there are several items that show that we are receiving revenue presently and yet there are no estimates given for them (such as OUI and Weapon Permits). Why is this?
- vii. Cell phone usage – It was discussed last year about taking a look at who has what plan, what the needs are and the possible consolidation of service. Has anything further been done concerning trying to lower the costs of cell phones within the town?
- viii. It is noted that we have a custodian and that we also use a service (?) to clean floors and carpets in the two buildings. Please explain the \$500 for a floor cleaning machine.
- ix. Please clarify the mileage charge for the custodian trips to Wal-Mart, BJ's and Sears. How many trips does this represent and how often?
- x. How often do we have to borrow against tax revenues (TAN)?
- xi. The \$1799 cost for a shredder – Is that to offset a present cost of disposal?
- xii. Regarding Elections – Please explain why the 2016 Presidential election is mentioned as a reason for the increased costs, when the election does not occur in our next fiscal year, (15/16) but would occur in the 16/17 budget cycle.
- xiii. General Assistance – Please explain why you are expecting such a big decrease in amounts requested for rent and heating oil. What is the difference between "emergency heat" and "heating oil and furnace maintenance"?
- xiv. Revenues – Do we receive a franchise fee payment from Comcast?

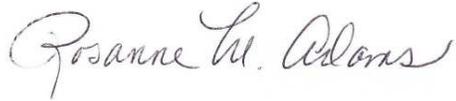
8. PUBLIC COMMENT:

- a. Dennis Lentz spoke to pay increases saying that he doesn't have a problem with using a % for a COLA and that merit increases are generally a % of a person's salary. The question would be just what type of

increase they are talking about giving. The Chair clarified that the 3% is a COLA. Edward Strong stated that longevity and step increases are one and the same in Eliot and are based on years of service.

9. Meeting closed at 8:55 PM upon MOTION of Robert Fisher, 2nd Bill Jacques. VOTE: 6-0. Chair Concur.

Respectfully Submitted by

A handwritten signature in cursive script that reads "Rosanne M. Adams".

Rosanne Adams, Recording Sec.

Date Approved: March 3, 2015