

ELIOT BUDGET COMMITTEE MEETING

NOVEMBER 13, 2012

PRESENT: Chairperson Rebecca Davis, John Reed, Roland Fernald, Edward Strong, Robert Fisher, William Jacques

ABSENT: Jeff Pelkey

Meeting was called to order at 6:04pm

BUSINESS

1. MINUTES of OCTOBER 23, 2012 - MOTION to accept the minutes as written made by Strong, 2nd by Jacques. VOTE: 4-0, Chair concurs (Reed, abstain as was not present)

2. BUDGET COMMITTEE MISSION STATEMENT

Chair presented a draft, MOTION made by Strong to approve as corrected, 2nd by Reed. Vote 5 -0, Chair concurs.

3. Motion by Fisher, 2nd by Strong to strike the Nov. 27th meeting. VOTE 5 -0, Chair concurs

Budget Committee Mission Statement (as amended): The Eliot Budget Committee shall consider any or all municipal questions of a financial nature, or which result in an outcome of a financial nature, and make reports or recommendations to the town.

4. REVIEW OF BUDGET CALENDER AND COMMITTEE MEETINGS.

AGREED next meeting will be December 11th and on the agenda will be the review of submitted budgets and to tentatively meet December 18th. AGREED, no meeting on December 25th due to the holiday and January meetings - the 8th and 22nd at 6pm. *Note: Meetings with Selectmen to review budgets may be at 5:30pm. Will have to check on this.

5. EMAIL ADDRESS FOR BUDGET COMMITTEE- Chair has contacted Wendy about getting an address so the Committee can send out reports to the public who might want them.

6. MODIFICATION TO DEPARTMENT HEAD LETTER discussed at last meeting - Chair, during Department Head reports, will speak to Selectmen about it at their meeting this week. Will also address the following points for room set up for meeting with department heads and their budgets. (1) Interviews take place in this room ;(2) budget committee provided with a table to keep papers on and that (3) the meetings be video streamed.

7. VIDEOSTREAMING - MOTION by Jacques, 2nd by Fisher that the BC recommend to the Selectmen that Sewer, Building and Planning Board strongly encouraged to video stream their meetings. VOTE: 3-1 Chair concurs.

8. BUDGET COMMITTEE RESPONSIBILITIES - Fernald presented the information requested from MMA giving a "sample" Budget Committee Ordinance. The Budget Committee presently operates under "Procedures and Guidelines for the Eliot Budget Committee -May 1999".

AGREED to continue the discussion and refine thought with the object to present an ordinance and/or offer ordinance choices to the town for a vote, using the MMA sample and the present "Procedures and Guidelines" as starting points. The Chair entertained suggestions from the townspeople present at tonight's meeting.

9. ECSD PROFIT AND LOSS STATEMENTS. Roland reviewed the question of the borrowing of 10,000 from the Kid Play account: Prior to 2010 the senior programming person was paid for out of the Enterprise Account. That account in 2010 would not support this programming person so the \$10000 was borrowed from the Kids Play account, "to be paid back by January 31, 2011".

Questions - 1. Still don't know if there are any State guidelines re: the Kid's Play account re: "loaning/borrowing monies from". Roland agreed to look into this.

2. Why isn't the ECSD department self-sufficient and why was the senior programming singled out with the request for \$10,000 to fund it? There are two Enterprise accounts, one for Kids Play and the other for the ECSD. The premise of the Enterprise Accounts being set up were to enable the programs to run independently and be self-sufficient. It appears obvious that ECSD is not self-sufficient. We [town] pay the salaries of the employees of ECSD while those for Kid's Play, which is appears to be self-sufficient and is actually making money, come out of their Enterprise Account.

3. Job description for the Community Service director includes "care of cemeteries". Is money coming out the Enterprise account for this? There are over 150 private cemeteries. Is the department caring for them? Should it be?

4. Exactly what are the expenditures of the ECSD as it is not detailed adequately in their reports?

5. Has ECSD ever solicited bids for the mowing of the parks rather than direct hiring by their department? Roland said when asked some time back it was replied that outside contractors were more expensive.

10. FINANCIAL STATEMENTS - Chair will send copies of financial statements (monthly) received from the town treasurer to all committee members and the public who wish them.

11. Noted that the Transfer Station is exploring the idea of a "Pay as you throw" program as a way of cutting costs. Video of the Selectman Meeting of November 8, 2012 includes report from *Zero Waste, Inc* on the "pay as you throw program" offered by the Solid Waste Committee.

Meeting adjourned at 7:40pm.

Respectfully submitted,

Rosanne M. Adams

Date: November 15, 2012

To: Eliot Board of Selectmen

From: Eliot Budget Committee

Re: Discussion Items

1. The Budget Committee would like to request a revision to the “2012-2013 Budget Requests” letter to Department Heads. In an effort to provide residents with a more detailed explanation of budget line items this year, we would like to strike Items B/D on Page 1 (“A written explanation of differences in any itemized expenditure of more than three percent above or below the current year’s appropriation.”) and emphasize Item 3 on Page 2 (“With your budget requests, detailed back-up documentation shall be included separately, that reflects your budget requests.”).
2. The Budget Committee (as well as the BOS) has been experiencing more public attendance, therefore, we would like to request that budget interviews with Department Heads be conducted in the large meeting room in order to comfortably accommodate a greater number of people. Members of the Budget Committee would like to set up a table on one side of the room for their use and request that the interviews be scheduled for video streaming.
3. The Budget Committee has developed a mission statement as requested by the Board of Selectmen: “The Eliot Budget Committee shall consider any or all municipal questions of a financial nature, or which result in an outcome of a financial nature, and make reports or recommendations to the town.” This mission statement was voted on and unanimously approved by the committee (six members present).
4. The Budget Committee would like to request that the following committees start, and/or continue, to have their meetings scheduled for video streaming: Sewer Committee, Building Committee and Planning Board. Residents have requested this, and members of the Budget Committee would find it very helpful in order to stay current with town business.