



**BUDGET REVIEW COMMITTEE  
MEETING MINUTES  
SEPTEMBER 25, 2019**

**1. CALL TO ORDER**

Meeting called to order by Chairman Bill Sawyer at 8:30 am.

**2. ROLL CALL**

Members present: Mark MacLeod, Bill Sawyer, Fred Lynk, Tom Sellers, Elaine Cooper and Alternates Peter Kahn and Heath Ouellette.

**3. ELECTION OF OFFICERS**

Bill Sawyer was nominated as BRC Chair. Sellers 1<sup>st</sup>; MacLeod 2<sup>nd</sup>; Vote 5-0

Tom Sellers was nominated as BRC Vice-Chair. Cooper 1<sup>st</sup>; Lynk 2<sup>nd</sup>; Vote 5-0

**4. OLD BUSINESS**

Reviewed and approved minutes, April 17, 2019 BRC meeting.

Lynk 1<sup>st</sup>; MacLeod 2<sup>nd</sup>; Vote 3-0 as amended.

Motion to adjust agenda to include minutes from September 19, 2019 BRC meeting.

Sellers 1<sup>st</sup>; MacLeod 2<sup>nd</sup>; Vote 5-0

Reviewed and approved minutes from September 19, 2019 BRC meeting.

Lynk 1<sup>st</sup>; MacLeod 2<sup>nd</sup>; Vote 5-0

**5. NEW BUSINESS**

Reviewed Operating expenses, CIP expenses, and actual revenue vs approved budgets for fiscal year ending June 30, 2019. Operating budget expenses overall were well under budget for the year with only five (5) departments exceeding their budget allocations. All five (5) will be appropriately dealt with via the Special Town Meeting on November 5,

2019 or at an upcoming Select Board meeting. Similarly actual revenues well exceeded revenue budgets for the year. Overall Operating budgets were well managed. Every CIP approved item was reviewed and most were either complete or underway. Town Manager submitted a preliminary budget calendar for fiscal year 2021.

Met with Town Manager to review her priorities for the next budget review cycle which included revisiting solid waste handling, deeper dive into all revenue categories, field visits for BRC members, financial policy review and Charter review. BRC members further offered needed focus on Town values and strategic planning, audit follow-up, land use revenues and ambulance fees.

## **6. FUTURE MEETINGS**

The next meeting is scheduled for Wednesday, October 30, 2019 at 8:30 am. Topics for that meeting will include: review of 1<sup>st</sup> quarter fiscal year 2020 operating expenses, actual revenue, and CIP progress and expenses; BRC By-Laws; overall FEMA review; and budget calendar for fiscal year 2021.

## **7. ADJOURNMENT**

Motion to adjourn at 9:41 am:

Lynk 1<sup>st</sup>, Sellers 2<sup>nd</sup>, vote 5-0.

Respectfully Submitted By:

Bill Sawyer