



**BUDGET REVIEW COMMITTEE
MEETING MINUTES
OCTOBER 30, 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 Alternate Peter Kahn. A motion was made to excuse Alternate Heath Ouellette by Sellers 1st; MacLeod 2nd; Approved 5-0.

3. OLD BUSINESS

Reviewed and approved minutes from September 25, 2019 BRC meeting.

Lynk 1st; Sellers 2nd; Approved 5-0.

Reviewed proposed calendar for Budget Review process for Fiscal Year 2021. We were in general agreement with Town Manager recommendations. Anticipating that the BRC will be presented with the first draft of that budget at a joint meeting with the Select Board on January 21, 2020, the BRC will begin reviews of department submittals on January 29, 2020. The BRC anticipates meeting weekly on Wednesday through the end of March 2020.

4. NEW BUSINESS

Reviewed first quarter Fiscal Year 2020 Operating expenses and revenues. With the exception of a few departments that have seasonally adjusted front end expenses, all amounts appeared to be within approved budget timelines.

We postponed a review of CIP projects and expenses until our next meeting. Lynk offered to provide a contact at KK&W Water District familiar with CIP reporting via MUNIS.

Had a discussion on the Fiscal Year 2020 mil rate calculation. Sawyer voiced concerns that although the \$8.00 mil rate may be correct, he felt the accompanying justifications and discussion at two Select Board meetings were misleading. Those misleading statements included a representation that Fiscal Year 2020 expenses were down and revenues were also down over the previous Fiscal Year, while in fact expenses increased as did revenues. Sawyer recommended that future mil rate calculations be reviewed by the BRC prior to submittal to the Select Board.

Dave Riccio conducted a thorough review of FEMA projects, expenses, and expected reimbursements. The BRC appreciated the report and welcomes future updates.

Reviewed current BRC By-Laws which have not been updated since 2011. Lynk agreed to provide an update to include reference to extending BRC efforts into financial planning. Cooper will recommend some wording on the removal for cause section, and Sawyer will update the Meetings section.

5. FUTURE MEETINGS

The next meeting is scheduled for Wednesday, November 20, 2019 at 8:30 am. Topics for that meeting will include: review of fiscal year 2020 to date operating expenses, actual revenue, and CIP progress and expenses; Transfer Station Pay as you throw discussion, BRC By-Laws review and update, and election of BRC Secretary.

6. ADJOURNMENT

Motion to adjourn at 9:48 am:

MacLeod 1st, Sellers 2nd, vote 5-0.

Respectfully Submitted By:

Bill Sawyer