

BUDGET REVIEW COMMITTEE MINUTES 13FEB2013

Meeting called to order by Chairman Maurno: 18:32. Four of five members and alternate Leach in attendance.

Member Lynch, absent, excused: Maurno 1st; Walsh 2nd 5-0

Approval of 06Feb2013 Minutes: Walsh 1st; Maurno 2nd 5-0

Review/discussion of the 12Feb2013 BOS/BRC Workshop with Town Manager and Department heads.

Discussion of CIP items focused on unanswered questions previously submitted to Town Manager as well as lack of information, description and justification for many CIP items. Several department heads did not provide any details whatsoever of CIP requests.

The BRC focused on addressing the lack of information by creating a framework to gather pertinent information in a timely manner.

This framework will consist of a formal request made to the Town Manager for Department Heads to:

1. Fill out to the standardized 'CIP Budget Request Form' for ALL CIP items.
2. Answer additional questionnaire (appendix)---on a case by case basis---to describe, justify and enumerate aspects of any given CIP request.

The formal request will be made by Chair Maurno, with support from any other available BRC members--as soon as possible. Target date: 15Feb2013

Discussion and planning of future BRC meeting(s). Next meeting 27Feb2013; 18:30.

Motion to adjourn: 20:09: Rinaldi 1st, Walsh 2nd 5-0.

Respectfully submitted: Rinaldi