

**Budget Committee Minutes
October 19, 2016
Community Room**

Members present: David Curry (Chairman), Ellen Phillips, Catherine Orlowicz, Tony Bonnanno, Terry Jarvis, David Shagoury, and David Bickford, BOS Representative (arrived late)

Absent: Copple Crown Representative

In attendance: David Swenson (Selectman), Scott Kinmond (Town Administrator), Jennifer Nadeau (Administration)

Call to Order: Chairman Curry called the meeting to order at 7:01 p.m.

Minutes:

Ms. Jarvis made a motion to postpone Minutes review until the next meeting. Ms. Phillips seconded motion. Several changes were noted. Vote 5-0-1 with Mr. Bonnanno abstaining as he was not present at the meetings being discussed.

Review of Minutes of August 29, 2016, joint Meeting with Board of Selectmen, and Minutes of August 10, 2016 were postponed to October 26th meeting.

Quarterly Budget Review:

TA Kinmond explained the spread sheet used and the layout of expenditure reports being presented. A notes column was added and details were put in where explanations of over/under expenditures would be required.

TA Kinmond also explained that Legal Expenses (Account 4153) has had some expenditures made by the Auditor. Several expenditures were moved into 2015 because the litigation was started in that year.

QUESTIONS:

Account 4130-20-614 was questioned and it was found that \$594.25 was credited twice to this account. A General Ledger correction will be made.

Account 4130-20-560 was questioned and it was found to be charged incorrectly \$65. This charge will be moved to 4130-20-820 where that expenditure should have gone.

Account 4140-30-130 was questioned as there was one payroll payment that was higher than others. It was found that a charge of \$1170 should have been charged to 4140-10-110. This charge will be moved through a general ledger transfer.

Forestry fuel line was questioned as no expenditures have come out. Admin subsequently contacted DPW Clerk to change Forestry truck to bill to its own department and to also run a report that will show the expenditure on fuel to-date so a general ledger transfer can happen from the FD fuel line to the forestry fuel line.

All other budgets were within the spending limits.

Election of Officers:

Mr. Shagoury made a motion to nominate Ms. Orlowicz as Chair and Ms. Jarvis as Vice-Chair. Motion was seconded by Mr. Bickford. There was some discussion and thanks were given to Mr. Curry for his years of leadership. Vote 7-0.

TA Kinmond discussed 2017 Budget Books, layout and scheduling.

Next Budget Committee Meeting will be October 26th 2016 7:00pm.

Motion by Mr. Curry to adjourn the meeting. Seconded by Ms. Jarvis. Vote 7-0. Meeting was adjourned at 8:47pm.

Respectfully submitted,

Jennifer Nadeau
Finance and Administration