

Budget Committee  
Meeting Minutes  
September 11, 2017

**Present:**

Chair- Rob Glassett, William Cote, JP Morrison, John Sellers, Dave Carr, Bob Emerson, Ashley Dolloff, Scott Sanschagrin(late), Wayne Anderson, Janet Cavanagh, and Walter Waring.

**Absent:** Joseph Caristi and Betsy Schneider.

**Others Present:** Finance Officer Bob Blanchette

**Call to Order:** Committee Chair Rob Glassett called the meeting to order at 6:30pm.

**Review of Minutes:** Bob Emerson made a motion to accept the minutes of June 12, 2017, seconded by William Cote. The Committee voted 10-0 in favor of the motion.

**Correspondence:** Rob Glassett informed the Committee about two NHMA budget workshops in September. Rob Glassett forwarded the document regarding rules and responsibilities to the Committee.

**Old Business:**

William Cote updated the Committee on the work done this summer with the sub-committee. The discussions included how the budget is created and the process of the Budget Committee creating its own budget. The sub-committee would like to receive the budget worksheet in excel format. The sub-committee felt that the budget process could have started earlier and more done. Walter Waring commented that he thought it was good to meet the Fire Department personnel and to see the equipment. He would have like to meet with the Police Department. Rob Glassett commented that the tour wasn't originally part of the meeting and just happened. Wayne Anderson commented that looking at trends would be helpful this year as cutting lines can be arbitrary. Bob Blanchette commented that towns like to see a 5 year average but a spreadsheet will need to be created for that as BMSI has a 4 year spread. Rob Glassett commented that the sub-committee work is done for this year and that the goals will need to be set next year.

John Sellers commented that Joe Caristi had requested a list of one time expenditures in the budget. Bob Blanchette will provide the list to the Committee.

John Sellers commented that he requested updated descriptions for lines 4220-665 and 4220-666. Rob Glassett replied that those line descriptions have been updated.

**New Business:**

Bob Blanchette introduced himself as the Finance Officer for the town.

Bob Blanchette asked if the Committee would prefer on line for vehicle maintenance for each department or for the vehicles to be broken out. JP Morrison commented that for true accounting the committee would need to know what is spent on individual items. William Cote asked if the town would still have details for each vehicle. Bob Blanchette replied that the department heads would have that information available. John Sellers commented that trends are seen when vehicles are listed

individually. JP Morrison commented that the department heads are being paid to manage their budgets and should be able to provide details.

Bob Blanchette asked the Committee if they preferred having telephone and cell phone lines combined into the general government budget section. Rob Glassett replied that the Select Board can decide that.

Bob Blanchette informed the Committee that Health Insurance will be moved from individual departments into Personnel Administration as HIPPA laws should be followed.

Rob Glassett informed the Committee that the non-profits presentations will be on one night, October 23<sup>rd</sup>, and limited to 10 minutes each. Non-profit requests are due by September 22<sup>nd</sup>.

Rob Glassett commented that the October 16<sup>th</sup> meeting will be an open meeting and October 23<sup>rd</sup> will be for the non-profit presentations. A revised calendar will be sent to the Committee. John Sellers commented that he has several questions on the current budget and would like to discuss the questions at the October 16<sup>th</sup> meeting. The questions will be sent to Rob Glassett and given to Bob Blanchette before the next meeting.

Rob Glassett informed the Committee that draft budgets from the department heads are due by November 20<sup>th</sup>.

**Member Comments:**

John Sellers asked if there is a spending freeze in the town. Bob Blanchette replied that there is no spending freeze but that the town is keeping an eye on the budget.

**Select Board Comments:**

**Adjournment:** Scott Sanschagrín moved to adjourn, seconded by Ashley Dolloff. The Committee voted 11-0 in favor of adjourning.

Respectfully submitted,  
Wendy Costigan