

**APPROVED**

Budget Committee  
Meeting Minutes  
April 14, 2014

**Present:**

Chair-Kerrin Rounds, Dave Carr, Paul Manganiello, Ernie Richards, Carol Huber, William Cote, Barbara Greenwood, Don Milbrand, and Shaun Lagueux.

**Absent:** Tom Keegan, Ron Preble, Ashley Dolloff, and Kevin MacCaffrie.

**Others Present:**

Michael Capone- Town Administrator

**Call to Order:**

Committee Chair Kerrin Rounds called the meeting to order at 7:04pm.

**Review of Minutes:**

Kerrin Rounds asked the members to review the minutes from February 17, 2014. Barbara Greenwood made a motion to accept the minutes as written, seconded by William Cote. Motion passed with all in favor with two abstentions by Don Milbrand and Shaun Lagueux.

**Correspondence:** None

**Old Business:** None

**New Business:**

Election of Budget Committee Chair:

- Barbara Greenwood made a motion to nominate Kerrin Rounds as Chair, seconded by William Cote.

**Vote: 8 In Favor 0 Opposed 1 Abstention. Motion Passes.**

Election of Vice-Chair of Budget Committee:

- Barbara Greenwood made a motion to nominate Don Milbrand as Vice-Chair, seconded by Shaun Lagueux.

**Vote: 3 In Favor 4 Opposed 2 Abstentions. Motion Fails.**

- Ernie Richards made a motion to nominate Paul Manganiello as Vice-Chair, seconded by Carol Huber.

**Vote: 4 In Favor 3 Opposed 2 Abstentions. Motion Passes.**

Motorcycle:

- Paul Manganiello asked about the status of the Police Department motorcycle. Administrator Capone stated that the motorcycle is still under last year's agreement.

Town Car:

- Dave Carr commented that the line item for the Town Car in the Police Department budget is

zero but that it was being used by the Police Department. Administrator Capone explained that the Town Car is being used for details to save wear and tear on the cruisers. Ernie Richards asked how the expenses are then be accounted for in the Police Department for this use. Administrator Capone stated that the vehicle is used by other departments also and that it is considered town equipment and is used for general purpose town business. Kerrin Rounds asked if the expenses for this vehicle get split between the departments. Administrator Capone stated that he would check and see if the Police Department is refueling the vehicle after using it.

#### By-Laws Subcommittee:

- Chair Kerrin Rounds stated that she wants to create a sub-committee to talk about by-laws for the Budget Committee. As there were several committee members absent, Ms. Rounds will wait for another meeting to discuss this. Shaun Lagueux commented that several years ago the Budget Committee did work creating by-laws. Administrator Capone will look through the Budget Committee files to try to locate the existing by-laws.

#### Budget Committee Schedule:

- Chair Kerrin Rounds asked the committee to consider giving her and the Vice-Chair permission to approach the Select Board to discuss a better way to do the schedule for the Budget Committee. This would try stream line the process to include fewer meetings. A possibility would be a Saturday meeting with all department heads with the Select Board and Budget Committee present as a better way to meet and get the same information all at once. Don Milbrand commented that it will be helpful to know the CIP information up front. Ernie Richards commented that the line items that are not looked at during this meeting should be looked at prior to meeting with the department heads.
- Barbara Greenwood made a motion to give permission to the Chair and Vice-Chair of the Budget Committee to meet with the Select Board to discuss the schedule and come back to the Committee with a proposal, seconded by William Cote.

**Vote: 9 In Favor 0 Opposed. Motion Passes.**

#### Warrant Article:

- Carol Huber commented that at the last Select Board meeting a comment was made that the article for the fire truck was illegal. Shaun Lagueux stated that it was commented at Town Meeting that it was unsure if the warrant was binding. Administrator Capone commented that there is no appropriation for the fire truck.

#### Member Comments:

- Ernie Richards stated that he would like to see Revenue sheets earlier in the year. Chair Kerrin Rounds asked for a quarterly revenue report for the first quarter ending March 31<sup>st</sup>. Administrator Capone will email out the report when it is developed. An expense report as of the end of April can be sent with this revenue report.
- Barbara Greenwood commented that she attended a Kelley Park playground meeting and that fundraising is terrific. The community build day is scheduled for May 31<sup>st</sup>.
- Carol Huber requested to see budget reports from the non-profit groups who request funding, before the scheduled non-profit meeting dates.
- William Cote asked if a public comments time should be added into the Budget Committee

meeting. Kerrin Rounds commented that Correspondence was added to the agenda for members of the public to write to the Budget Committee with questions or comments that can be read into the record. Ms. Rounds also commented that she will work with the Select Board to see if there is a possibility of holding a public hearing prior to budget discussions.

**Administrator's Report:** None

**Adjournment:**

Ernie Richards made a motion to adjourn, seconded by William Cote, passed with all in favor. The meeting was adjourned at 7:31 pm.

Respectfully submitted,  
Wendy Costigan, Secretary