

Finance Committee Minutes
March 5, 2008
7:00 PM

Attending: Todd Abbott, Brenda Edgerly, Joe Simpson, Tina Cote & Cindy Moore.

Meeting called to order by Todd Abbott at 7:12 PM.

We have been informed about the resignation of Nancy Roberge as our committee secretary. Cindy Moore indicated that she would put Nancy's resignation on the Agenda for the next Board of Selectmen's Meeting. It was decided that Tina Cote would take the minutes until someone is appointed by the Town Hall. Brenda Edgerly would pick up any Finance Committee mail, in our mailbox at the Town Hall, prior to our meetings.

Cindy Moore indicated that Mark Lepper has been appointed by the Board of Selectmen as the newest member of the Finance Committee. Mark will be joining us at our next meeting.

A Motion was made by Brenda and seconded by Joe to accept the minutes of the February 20, 2008 meeting with changes - approved 4-0

Cindy Moore mentioned that there have been some changes to the budget books provided to us at our last meeting; Cindy provided us with a copy of the revised 'Initial Request Worksheets' explaining the variances.

A question was raised as to what training is provided to department heads on preparing the capital budget plans.

The following department budgets were discussed in detail:

General Government

Insurance

Town Clerk

An explanation/breakdown for the travel, training & dues & subsp was requested; as there was no budget for those items last year.

Questioned whether or not those were budgeted elsewhere last year.

Tax Collector

An explanation/breakdown for the travel, training & dues & subsp was requested; there was no budget for those items last year.

Treasurer

Munic. Buildings

Tax Assessor

Code Enforcement

An explanation/breakdown dues & subsp was requested; an increase by \$500.00.

Library

An explanation/breakdown of the travel expense.

- a. The committee had a question as to why the budget is over for the current year.

Tina Cote will request a copy of the newest/revised 'Initial Request Worksheet' from the Administrator for the next meeting.

Tina Cote will request an up to date expense report for current year.

Tina Cote to follow up with Pam about our next meeting scheduled for March 19, 2007. The March calendars do not indicate a meeting on that day for the Finance Committee. Nancy Roberge had sent an email about this; just want to follow up to make sure the conference room is available.

Tina Cote to also reserve the conference room for the 1st, 2nd and 3rd Wednesday's in April.

Need to set up schedules to meet with the Board of Selectmen and department heads to review budgets.

Next meeting scheduled for March 19, 2008 at 7:00 PM

Motion to adjourn at 8:46 PM by Joe and 2nd from Brenda - approved 4-0.

Respectfully submitted,

Tina A. Cote