

## **Budget Committee Meeting Minutes**

March 14, 2013, 8:00 AM  
Town Hall Conference Room B, 7 Summer Street

*Present:* Committee Members: Sam Lincoln, Frederick Hauser  
Municipal Staff: Mel Adams, Michael deCubellis  
Select board Representative: Dennis Brown

*Absent:* Committee Members: Joe Voci

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1. Call to Order  
Meeting was called to order by Sam Lincoln at 8:12 AM.
2. Election of Officers  
Sam Lincoln was elected Committee Chairman.  
Rick Hauser was elected Committee Clerk.
3. Review of Minutes from Last Meeting  
Minutes from the Budget Committee meeting on November 26, 2012 as well as the minutes from the Special Joint Meeting of the Select board, Capital Budget/Planning Committee and Budget Committee meeting on January 10, 2013 were approved.
4. Review Role of Committee  
The role of the Committee was discussed. It was decided that language in both the town website as well as the article as voted upon at the 1997 Town Meeting are sufficient as written and do not require amendment at this time.
5. Financial Statement – February Year to Date  
The Committee reviewed the Budget Status report dated February 2013. Several line items were questioned and reasonable explanations were offered by both Michael and Mel.  
  
Mel stated that the review of the March report will be of increased importance as all fiscal 3<sup>rd</sup> quarter-end items will have been posted.
6. Meeting Schedule & Communication Protocol for Budget Q&A  
The general question of potentially moving the Committee Meetings from the current schedule (8:00 AM on the 2<sup>nd</sup> Thursday of each month) to the evening was discussed. It was the unanimous consensus of the attendees to maintain the current schedule.  
  
In order to reduce the discussion of particular budget line items at the meetings, Michael will provide written explanations of any items that are at least 10% AND \$1,000 over budget in advance of the corresponding meeting for review. Questions on ANY budget items will still be welcomed at the meeting.
7. Other Business  
Rick Hauser asked if Michael could begin to add written comments to each line item in the budget. He stated that the amount of in-depth knowledge of the budget possessed by both Michael and Mel is astounding. It was agreed that it would be helpful to both current and future

committee members to try to document this knowledge. Mel stated that he already had many relevant notes that he took as he was initially familiarizing himself with the budget that he would give to Michael to facilitate the effort. A timeframe for completion will be determined once the scope of the task is fully understood.

Mel offered to distribute the Town Purchasing Policy document for reference.

8. Adjournment

Meeting was adjourned at 9:24 AM.

*Next meeting:* April 11, 2013, 8:00 AM  
Town Hall Conference Room B, 7 Summer Street