

Budget Committee Meeting Minutes

April 11, 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

Absent: Selectboard Representative: Dennis Brown

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1. Call to Order
Meeting was called to order by Sam Lincoln at 8:13 AM.
 2. Minutes from Last Meeting
Minutes from the Budget Committee meeting of March 14, 2013 were approved.
 3. Vacant Budget Committee Seat Status
Subsequent to the last meeting, Joe Voci resigned from the committee. Notice of the vacant position ran in the Randolph Herald's last 2 issues. Thus far, Perry Armstrong and Michael Penrod have put their names forward. The Selectboard will determine who will fill the position.
 4. Review of Purchasing Policy
Mel distributed the "Town of Randolph Purchasing Policy" for discussion. He has recommended increasing the amount of what is considered a "small purchase" from \$500 to \$1,000 and increasing the purchase amount requiring a formal purchase order from \$200 to \$500. The committee will review the document and discuss at our next meeting. Resulting recommendations will be communicated to the Select Board.
 5. Budget Narrative
Michael is working on adding written comments to each line item in the budget and is about 50% complete.
 6. Financial Statement – March Year to Date
The Committee reviewed the Budget Status report dated March 2013. Several line items were questioned and explanations were given by Michael. He is looking into the large expense in Vehicle Fuel and Heating Oil. He is continuing to work with Irving Oil to obtain detailed information.
 7. Other Business
Rick raised the question as to whether it might be helpful to draft an internal committee document to provide guidance as to our current interpretation of our role and procedural guidelines for fulfilling that role. Rick will attempt to outline a document for further discussion.
 8. Adjournment
Meeting was adjourned at 9:24 AM.

Next meeting: May 16, 2013, 8:00 AM
Town Hall Conference Room B, 7 Summer Street