BOARD OF SELECTMEN

MEETING MINUTES

OCTOBER 1, 2013

The meeting was called to order at 6:57 PM. Present were Selectwoman Bik, Selectmen Chamberland, Haughey and Dubois; Town Administrator Keyes; and the department heads: Fire Chief Sweeney; Mr. Perrault – Collector/Treasurer’s Office, Mr. Walsh – Recycling Center, Mr. Sullivan - DPW, Police Chief Atstupenas and Ms. Doiron – Council on Aging Director. Selectman Catalano was absent.

Town Administrator Reports

Mr. Keyes asked the department heads to attend this meeting. He said they have submitted draft budgets to him.

Mr. Keyes referenced an email he received from the Chairman of the Finance Committee on September 25, 2013. The Finance Committee held a workshop on September 23, 2013 and they want to form sub committees with the departments for the budget season. He referenced a letter dated July 11, 2013 from Town Counsel, which stated that the Finance Committee was an advisory board only. Mr. Keyes and Chairman Dubois also referenced the bylaws of the Town Charter. Mr. Keyes said he answers to the Board of Selectmen regarding the budget and they submit it at the town meeting with recommendations from the Finance Committee.

Mr. Keyes wants feedback from the Board on how to handle this. He drafted a letter to the Chairman of the Finance Committee regarding the budget process issue. Chairman Dubois said he contacted two former Town Administrators and they have never heard of such a thing; they also stated that the Finance Committee is advisory.

There was discussion among the department heads and they agreed that the budget process should begin with the Town Administrator, then go to the Board of Selectmen and then the Finance Committee. There was discussion among the Board members and they also support Mr. Keyes and want to continue with the same budget process.

Mr. Haughey made a motion to adjourn the meeting at 7:30 PM, seconded by Mr. Chamberland. Vote unanimous.

Respectfully submitted,

Kim Milliken