

**Budget Committee Meeting  
December 13, 2007  
DPW**

**Present: Lee Carrier (Chair), Gayle Hulva, Roberta Morse, Gail Malz, Richard Martin, Lori Saladino, David Stewart (Vice-Chair), Shirley Green, Steve Schneider (Town Manager)**

**Absent:**

**Committee Chair, Lee Carrier, called meeting to order at 6:13 p.m.**

**Motion was made by MARTIN to approve minutes of December 6<sup>th</sup> minutes and seconded by GREEN. All votes were in favor to approve.**

**An updated copy of the budget for the fire department was handed out. There was general discussion concerning a generator for the Union Street station for emergency purposes and other items under new equipment.**

**There were two more handouts. One was for Capital Outlay and the other showed the projected balances in the capital reserve accounts. Discussion followed concerning a request for \$321,000.00 for a rescue truck; it was noted there is approximately \$225,000.00 in capital reserve. The same company supplying the requested ambulance is the same company they are looking at for the rescue truck. The CIP wanted to wait another year for this item in order to take a closer look at what the request was actually going to bring to the town. The truck should last between 20 and 25 years. There is also a possibility of combining reserves from rescue and fire if the truck could be used as a mobile command center.**

**We moved on to a request for the community center. There is a request for \$100,000.00. Mention was made of a past request where only \$40,000.00 was received which was a small percentage of what was requested. That money was used for the ramp and some other items. They would like to add some lighting and do some landscaping and paving. The lighting would be the same as other lighting in town and keep the same feel within the village.**

**There is a planned project for Shaker Bridge that would be in the \$9,000,000.00-10,000,000.00 range. The state will pay a big percentage of that but the town would have to pay a portion to cover the work for the town's water and sewer. It is estimated that the town has to put away \$40,000 a year until approximately 2013 to cover the cost of the project.**

**There was a question concerning capital reserves and how the process works. CARRIER took some time to use examples of Land Acquisition and Whitney Hall from the earlier handout. The balance for Whitney Hall is decreased from last year since there was some**

**work that was done to the building this year. We would have to put some monies into the fund this year because there is some additional work that should be done.**

**It was explained that in the next few weeks the trustees would look at balances and add interest to the reserves: this will change the balances on the worksheet. After the information comes back from the trustees we will have a clearer understanding of the columns of 2007E and a new column that will appear for 2008E. That information will come within the first couple of weeks in January. There will be more discussion in January concerning some monies that just sit in the reserves. Those balances will be considered in preparation of the proposed budget for next year.**

**The next subject to be discussed was appraisal process and where the funding comes from. There is a portion of the town to be completed every five years so that we are moving on from a once every five years to an ongoing process.**

**CARRIER pointed out that within this process we would look at overall pieces of the budget and will revisit them and go item-by-item and vote on each one. Previous votes may come up and we can revote to change decision.**

**The proposed budget is at \$4,851,000, which is a 4% increase over last year. There are other pieces that will change. There is an ability to pull monies from reserves that will change the dollar amount but not the expenditures.**

**A revenue worksheet was presented (revenues are always an estimate in the budget process). There is a general revenue worksheet that is more detailed on the second side. As we have different account numbers for the expenditure side: we also have different account numbers for the revenue side. At the bottom of the worksheet there is a matrix that shows the evaluation of the town. It also shows the relationship of what the evaluation of the town is, the tax rate that is set and the revenue that will be generated by those two factors. More detailed information is detailed once a month but can be hard to understand. An amount in parentheses is good.**

**SCHNIEDER explained that there are two different strategies when preparing the budget. The tax rate can be set by the anticipated expenditures or the tax rate can be set by looking at the revenues and then decide what the expenditures will be. His feeling prefers the second option. The capital reserves were again mentioned and how they affect the tax rate.**

**There was discussion of the relationship between the CIP, the selectmen, and the budget committee.**

**The question was asked for follow up from a previous meeting concerning the opinion of the selectmen's view of the request from the Heritage Commission. Although they did not take a vote it is believed in general they support the expenditure.**

**Motion made by Stewart to adjourn at 7:25 p.m.: seconded by Saladino: all in favor.**