

**MINUTES ADVISORY COMMITTEE
OCTOBER 2, 2007**

Meeting called to order by Chairman Wilson at 7:05p.m. Other members present included Liisa Holm, Beverly Lund, Robert Barnes, William Neault and Nicholas Thomo. Bryan Whitam, Ross Ackerman, Brad Kadelski and Taylor Whitcomb absent.

APPROVAL MINUTES

Mr. Thomo moved; Mr. Neault seconded to approve the minutes of September 11, 2007; so voted.

BUDGET REQUEST FORMS

Mrs. Holm submitted the budget request forms to the members for review. Following review, Ms. Lund moved, Mr. Neault seconded to add a column which shows salary or stipend on the wage request form and to remove reference to regulated or not regulated by personnel by laws; so voted.

It was noted that the Town Accountant has not as yet provided Mr. Neault with the end of the year figures for FY 2007. Based on the Budget Calendar that was approved by the Advisory Committee and forwarded to all departments, it is imperative that the FY 2007 books be closed, end of the year figures be calculated and that the Schedule A is sent to the Department of Revenue by October 31, 2007.

A new Capital Expenditure Request Narrative Form was presented to the group for discussion. After a brief discussion it was the consensus of the group that this form be used in conjunction with the Capital Expenditure form prepared by Mrs. Holm; that Mrs. Holm revise the form to include columns for the information requested on the CERNF; that the Warrant Article Form be revised to show articles not considered to be capital expenditures for FY's 08 and 09; that Capital Expenditures be listed for FYs 2008, 2009 and 2010 and a column be added to include grants applied for and received for FYs 2007, 2008 and 2009 showing the purpose of the grant or equipment purchased, the cost associated with the grant/purchase and the maintenance cost and future expenses. Mr. Neault moved the preceding suggestions; Mr. Thomo seconded so voted. Ms. Lund will get a copy of the Capital Expenditure Form to Mrs. Holm.

The Cell Phone line item on the Expense Budget Request Form was discussed and it was the consensus of the members to eliminate the request for the vendor and number of minutes and to move cell phone under the telephone line item and to add a line for pager and radio expenses. It was also noted that when preparing the cover letter the department heads should be advised that they can add line items that may not be included on the approved form. This will allow them to adjust the form to their specific needs and uses. Mr. Thomo moved the preceding and further moved to allow Mrs. Holm and Ms. Lund to work on the forms, to prepare the cover letter, to send it to the members for review and to

provide it to all departments without further action by the Committee; Ms. Lund seconded; so voted.

Mrs. Holm moved; Mr. Neault seconded to request that the budgets be sent to the Committee by December 1, 2008; so voted. It was also noted that the forms can be filled out electronically and sent back to the Advisory committee with a copy to the Board of Selectmen.

MONITORING OF CURRENT BUDGET EXPENDITURES

It was noted that the Committee would like to be kept apprised of any department who shows a potential for overspending its budget for FY 2008. This information would be in addition to the expenditure ledger that the Town Accountant provides to the Committee.

Mr. Thomo moved; Mrs. Holm seconded to send a letter to the Selectmen to remind them that the Committee will be looking for this information and to send a copy to the Town Accountant; so voted.

PAYMENT BROOKFIELD SCHOOL DEBT

Mr. Barnes moved; Ms. Lund seconded to send a letter to Deb Boyd with a copy to James Dunbar, requesting a spread sheet showing the status of the debt payment for the Elementary and Tantasqua Schools. This would include the current and future payments and balances; so voted.

COST OF LIVING INCREASES

The Advisory Committee will strive to develop the budgets on projected assumptions of available revenue which will be based upon an established ceiling of revenue derived from local property taxes in accordance with Proposition 2 ½ to which will be added State Aid, Miscellaneous Revenues such as fees, permits, interest earned as well as Available Funds such as Free Cash, Recaptured Funds and Special Revenues.

Until such information regarding revenue, free cash certification, new growth, etc.; increases in personnel benefits such as insurance, Medicare, unemployment, etc.; increases in fixed assets and increases in committed contracts and leases, the Advisory Committee is going to recommend level funding of salaries and wages. Once the total operating budget increase is calculated and the amount of excess funds, if any, are known, the Committee will review this area and make a recommendation to the Board of Selectmen and all departments. Mr. Thomo so moved; Mrs. Holm seconded; so voted.

NEW GROWTH

As required under the budget calendar, Mr. Thomo moved; Mr. Barnes seconded to send a letter to the Assessors requesting as to the status of the new growth figure and to ask that they submit it to the Advisory committee by November 31, 2007; so voted.

SPECIAL TOWN MEETING

The Board of Selectmen has scheduled a Special Town Meeting for November 19 with the warrant deadline being October 16. They will be reviewing articles at their meeting on the 23. Based on this Mr. Thomo moved to send a letter to the Town Accountant requesting that the budget calendar be followed and that the Schedule A be submitted to the Department of Revenue by October 31 and to request revenue figures as well; Ms. Lund seconded; so voted.

NEXT MEETING

Mr. Thomo moved; Ms. Lund seconded to schedule a meeting for October 29 to review the warrant articles, to allow the secretary to contact those departments requesting articles to schedule appointments for the 29th and to wait until the 29th to schedule the committee's next meeting; so voted.

ABSENTISM

It was noted that Mr. Kadelski has missed five consecutive meetings and according to the by laws, the committee has no choice but to deem his position as vacant. Mr. Barnes moved; Mr. Thomo seconded to send a letter to Mr. Kadelski advising him of this requirement under the by law. However, it was the consensus of the group that Mr. Kadelski's business responsibilities should be considered and that he be allowed to reapply to the committee within one week of receipt of the notification; so voted.

WEB PAGE

The Secretary was directed to update the membership on the web page and to provide a copy of the budget calendar, meeting dates and minutes for publication on the site.

ADJOURNMENT

Ms. Lund moved; Mr. Thomo seconded to adjourn the meeting; so voted. Meeting adjourned at 8:46 pm.

Respectfully submitted,

Beverly A. Lund, Secretary

Date Approved by Committee _____

Date Submitted to Selectmen: _____