

Town of Chelsea  
Budget Committee Minutes  
November 2, 2011  
Chelsea Town Office

Call to Order: Town Manager called the meeting to order at 6:36 p.m.

**Budget Committee Members Present:** Rick Danforth, Craig Hitchings, Carol Belanger, Joe Mills, Kelly McLaughlin

**Budget Committee Members Absent:** Jesse Jellison

**Others Present:** Scott Tilton, Town Manager; Linda Leotsakos, Selectboard Chairwoman; Mike Pushard, Selectboard Member; and Benjamin Smith, Selectboard Member.

Election of Officers:

In a motion by Belanger, seconded by Hitchings, to nominate and elect Danforth as Chairman. Motion carried, (4-0) Danforth abstained.

In a motion by Belanger, seconded by Danforth, to nominate and elect Hitchings as Vice Chairman. Motion carried, (4-0) Hitchings abstained.

In a motion by Belanger, seconded by Danforth, to nominate and elect McLaughlin as Secretary. Motion carried, (4-0) McLaughlin abstained.

Discussions:

Item 14-30 is at 100% of budgeted amount however an outstanding bill is pending from Aerial Survey and Photo; Leotsakos indicated that an estimated amount for FY13 will be submitted to Budget Committee in March of 2012.

Item 30-96 discussed a change to either 30-85 or 30-90 as it was for the purchase of foam used for fire fighting applications.

General Assistance: Town Manager reported that no reimbursement requests had been submitted to the State since 2008.

The \$50,000.00 additionally appropriated on March 22, 2011, was included in the FY 12 budget however, the appropriation and spending was prior to July 1, 2012.

The Board discussed the incoming revenues.

Town Manager reported that the RHR Smith Co has completed the FY10 audit and it is pending Selectboard approval. Once the FY10 audit is approved the results will be presented to the Budget Committee.

The audit for FY11 is pending legal actions and is currently on hold.

The Budget Committee discussed wish list items for future consideration:

1. Creation of a legal reserve account (Belanger);
2. Creation of establishing a cap for reserve sub accounts (Danforth);
3. Establishment of a timeline for Reserve Accounts to be utilized or funds to be re-directed (Danforth);
4. Create a 3 – 5 year plan for remodeling of Town Buildings (Mills);

The Budget Committee requested the Town Manager to provide history of the reserve and capital improvement accounts. The research and specific definition of the accounts will be presented at a future meeting.

Discussion on changes for future meetings:

Specific numbers – detailed expenses reports (Hitchings);

Presentation of materials ahead of the meeting to allow time for review;

Leotsakos suggested the creation of an Operating Policy for the Budget Committee to determine the best possible purpose.

Discussion of next meeting date: January 18, 2012 at 6:30 p.m. at Town Office.

Adjourn

There being no further business Hitchings motioned to adjourn at 8:05 p.m. seconded by Mills. Motion carried.