

BUDGET COMMITTEE MEETING MINUTES

THURSDAY, SEPTEMBER 6, 2018

Presiding: Ed Morgan

Members Present: Paul Donnellan, William Jones, Steve McClean, Ed Morgan, Sue McIntyre

Members Absent: Howard Burnham, Justin Reinhartd

Selectmen Present: Dorothy Richard

1. Call to order – count for quorum

The meeting was called to order at 7: 00 p.m.

A quorum was established

2. Election of Chairman, Vice-Chairman and Secretary

The meeting began with the election of officers. A motion was made by Steve McLean to nominate Ed Morgan as Chairman, motion was seconded by Paul Donnellan. Motion passed with 4 in favor

A motion was made by Bill Jones to nominate Howard Burnham as Vice-Chairman, seconded by Paul Donnellan. Motion passed with 4 in favor

A motion was made by Paul Donnellan to nominate Sue McIntyre as Secretary, seconded by Steve McLean. Motion passed with 4 in favor.

3. Discuss Timing and Procedures for 2019 Budget

Ed noted that the Board of Selectmen had sent out notices to all Department Heads notifying them that Budgets will be due for review by October 1st. The goal of the Budget Committee is to have completed a review of all Budgets by December 15th. Once this phase has been completed, a joint meeting of the Budget Committee along with the Board of Selectmen will be scheduled for a final review. It is hoped to have the entire process completed by January 15th, 2019.

A discussion followed pertaining to the importance of receiving all necessary information in a timely manner so both the Budget Committee and Board of Selectmen can meet these scheduled timeframes. What should the course of action be if all necessary information is not provided? Several options were discussed. It was noted that the Board of Selectmen are the only ones that Department Heads answer to, since the Budget Committee does not “per se”, hold any clout in that jurisdiction. Should the Town Attorney be consulted if a Department Head refuses to answer questions satisfactorily and/or provide the necessary information or paperwork? It was additionally noted that Department Heads need to keep in mind that when questions are asked by the Budget Committee, that it is this Committee’s responsibility to be as thorough as possible since they are representing the Limerick taxpayers. Perhaps Maine Municipal Association could also be consulted. Ed will contact them. The taxpayers have a right to know where and how their money is being spent and how it will be spent in next year’s budget. In summary, it is hoped that everyone will be acting in good faith and that the process will move along in a thorough and timely manner with the goal of meeting the agreed upon timelines.

4. Review Department Budget Information Received from Treasurer.

A packet containing “Custom Budget Reports” for each of the 15 Departments was distributed among the group with Ed explaining the Budget review process. Discussion followed as to whether the smaller departments should come before the Budget Committee at all if their budget for next year is within 3% to 5% of last year’s budget. It was decided to wait for the budgets to come in first. Some questions might simply be able to be answered by a simple email, while those with the larger budgets will need to come before the Board.

As soon as the Budgets begin to come in, Ed will send them out by email to the Committee members for an initial review. Committee members will then be able to put together any questions, comments, or recommendations that they may have.

Ed mentioned that he had spoken with Select Board member Wendy Thorne about scheduling a time for her to provide the Budget Committee with a small presentation pertaining to budget terms / background of previous budgets, etc. that might be helpful to the newer Budget Committee members. (Wendy has a background in Finance). He will ask if she will agree to attend the next Budget Committee meeting.

Paul Donnellan made a motion to adjourn. It was seconded by Bill Jones.
Motion carried with all in favor.

Adjournment: Meeting adjourned at 7: 19 p.m.

Next Meeting: Thursday, October 4, 2018 at 7:00 p.m.

Respectfully Submitted,

Suzanne McIntyre
Recording Secretary