

Town of Limerick Budget Committee
Secretary's Report
Compiled 2/20/15

To: Town of Limerick Budget Committee

Subject: Secretary Report 2015

Purpose: The purpose of this report is to supply statistical data & observations of the meetings during the 2015 budget process. The information provided is based on all meetings occurring after the March 2014 Town Meeting. Numerical figures can be entered into the yearend Chairman's report to provide information to the tax payers of the time value provided by the committee.

1. The first meeting was held 6/25/14.
2. The last meeting was held 2/19/15.
3. There were 13 meetings.
4. The committee organized on predetermined dates (Thursdays @ 7PM except for the 2nd Thursday of the month) to be televised on air. The total organized meeting times totaled 1020 minutes or 17 hours.
5. Total member time at all meetings was 6884 minutes or 91.25 member hours.
6. The average time to compile the minutes was 1.87 hours for a total of 24.25 actual hours.
7. One member of the board assisted the Board of Selectmen with the Town Warrant, Vendors & Payroll lists. Estimated time spent: 20 hours.
8. Total Official Budget Committee recorded time: 135.50 hours.
9. Based on attendance of meetings, the average attendance was 5 (actual figure 5.3) members.
10. The Budget Committee receives no funding. All members have binders, print hardcopy of minutes, some spreadsheets & reports supplied by the Board of Selectmen & the Budget Committee Chair utilizing their own assets. Conservative figures for each member for office supplies expended during the year are calculated @ \$35 per member x 7 = \$245.00 per year.
11. Observations:
 - A. Budget requests: Budget requests/reports by Departments, Organizations, Committees and Other Entities in some cases were slow in submission/receiving, late submission or not received at all. The budget process is a yearly process and department heads, charities and other entities are aware of the fact of the town's budget process. For the budget

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process to work efficiently, requests should be submitted in a timely manner at approximately the same time every year. Late submission or there lack of by entities required the board to move back & forth through the budget review process thus decreasing the efficiency of the process. The Sample Budget Committee Timeline in the Rules of Procedure adopted should be utilized as a guide for timely submission; the dates can be adjusted on a yearly basis based on the calendar year.

- B. Long range planning: Over the last 3-4 years the issue that continues to arise as a theme of the budget process is "Long Range" budget planning. The theme continues to arise but only 1 department has implemented a long range plan 3 years ago and continues to update the long range plan of the Transfer Facility on a yearly basis. As mentioned in the 2/19/15 meeting, the town should be proactive and not reactive in order to utilize taxpayer funds to the fullest efficiency.

 - C. Meetings: Meeting dates were set for Thursdays (except the 2nd Thursday) but since the holidays, (Thanksgiving, Christmas & New Year's) fell on Thursdays meant there were long breaks between meetings and seemed to affect the "getting back on track" focus of the board when re-convened. It is understandable calendar dates affect meeting dates, possible alternate dates or clear break off points should be made prior to an extended break in meetings.

 - D. Members: Attendance of meetings by members should be attempted to be made as much as possible. It is understandable that all members' schedules do not work for attendance of all meetings. There were some meetings where having a quorum to conduct business of the board was questionable but was met. As one knows, without a quorum the maximum amount of business of the board cannot be conducted efficiently.
12. Summary: With the above observations made, based on the previous 3-4 years of budget committee meetings, and although the budget committee did accomplish its business, this year seemed to not move forward as efficiently as in previous years. I believe if the Rules of Procedure as adopted were used more closely as a guideline and timely submission of funding requests were made by all requesting entities, it would increase the efficiency of The Town of Limerick Budget Committee.

Respectfully Submitted,



Michael S. Welsh
Secretary,
Town of Limerick Budget Committee