

**BUDGET COMMITTEE MINUTES  
TOWN OF PEMBROKE  
Thursday, April 8, 2010**

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*Members Present:* Mark LePage, Chair; Gerry Fleury, Vice Chair; Michael Connor; Bruce Kurinskas; Marie Chouinard; Dan Crean; Ray Foss; Brian Seaworth; Tom Serafin, School Board Rep.; Tina Courtemanche, Selectmen Rep.

The meeting began at 6:30 PM.

**Approval of Meeting Minutes 2/6/2010 and Public Hearing Minutes 2/6/2010**

A **motion** to approve the minutes as presented was made by Dan, seconded by Mike, and passed by unanimous vote.

As agreed at the last budget meeting held on February 6<sup>th</sup>, the Committee met to review the 2010 budget season and to discuss any input/suggestions for 2011.

Issues discussed included: meeting agendas (planning and timing); Capital Improvement Program; accuracy of budget estimates; budget analysis; additional information to be included in the operating and capital budgets; revising the Tax Impact sheet; business via e-mail; records retention.

The following results of the above topics of discussions were agreed upon by the committee:

Presentations from Town and School as well as agendas will be preplanned to better maintain an established schedule. During presentations, more focus should be placed on budgetary concerns. In an effort to minimize repetition of information presented, the Budget Committee is requesting the Town Administrator and School Board present their respective budgets, with department heads/staff available for back up purposes, or may instead elect to have the department heads present if appropriate. Beginning the budget process sooner will eliminate any timing issues in the event a major issue arises therefore, the budget committee will hold their first two meetings in September, beginning with the Town on September 2<sup>nd</sup> and School on September 9th for a snapshot and sense of the budget, and discussion.

Discuss with department heads the accuracy of budget estimates for better analysis by the budget committee.

It was agreed that the CIP report/recommendations themselves are sufficient and it is not necessary to meet with the CIP Committee unless they request such a meeting and if so, they should present their recommendations closer to the start of the budget process. It was also suggested that the budget shows more clearly how CIP ties in with the budget and that more detailed recommendations are listed in CIP's final report.

Operating and Capital budgets should include changes from year to year versus only the bottom line; focus should not only be primarily on the tax rate impact in an effort to give the committee a clearer understanding of where changes originate from. A history on key items and a perspective of expected changes should be added to the tax impact sheet or be made available separately from Town and School.

The topics of correspondence via e-mail and information retention were discussed in terms of Right to Know laws.

To give better guidance to Town and School in terms of specific information the Budget Committee would like to have, it was agreed that a sub-committee should be established. The role of this sub-committee will be to develop an information gathering form and process for requesting information from Town and School prior to beginning the budget season. Members on this sub-committee will include Dan Crean, Gerry Fleury, Brian Seaworth, and Ray Foss. Dan volunteered to keep the minutes of these meetings, and the sub-committee will hold their first meeting on May 13, 2010. Once an information template has been drafted, the full Budget Committee will meet to ratify it.

A **motion** to appoint Mark LePage as Chair of the 2011 Budget Committee and Gerry Fleury as Vice Chair was made by Tom, seconded by Mike, and passed by unanimous vote.

### **Adjournment**

Mark adjourned the meeting at 8:10 PM.