

**BUDGET COMMITTEE MINUTES  
TOWN OF PEMBROKE  
THURSDAY, OCTOBER 8, 2009**

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*Members Present:* Mark LePage; Gerry Fleury; Michael Connor; Bruce Kurinkas; Stacey Sheldon; Ray Foss; Marie Chouinard; Dan Crean; Brian Seaworth, Planning Board Rep.; Tom Serafin, School Board Rep.; Tina Courtemanche, Selectman Rep.; Dave Sheldon, Alt. Selectman Rep.

*Others Present:* Fred Kline, Chair, School Board Rep., CIP Committee; Dave Jodoin, Town Administrator

*Documents Distributed:* Capital Improvement Program (CIP) Report

The meeting began at 7:00 PM. Mark indicated that two new members have joined the Budget Committee; Marie Chouinard and Dan Crean.

Mark briefly outlined the agenda and member introductions were made.

#### **CIP Review**

Fred Kline began by outlining the CIP process. He indicated that the CIP Committee's voting process includes high, medium and low priority votes. Additionally, the committee has added a review of activity of all capital reserve accounts and that this review is reflected in some of the votes. Fred then gave a detailed review of the CIP plan and schedule for 2010-2015, adopted September 16, 2009. The plan includes: CIP overview, schedule of department requests, CIP committee recommendations for 2010, town and school project descriptions and Pembroke Water and Sewer CIP schedules. A copy of the plan was distributed to the Committee for review.

The Committee discussed several of the CIP Committee recommendations, specifically those items requiring a large dollar amount in 2010 and in future years.

Fred indicated that correspondence was received from Peter Warburton, Superintendent of Schools, providing more information on the Fiber Optic Upgrades that was not available during the CIP process and voting.

All requests for Library under Municipal Facilities have been withdrawn due to the necessity of repairing the exterior of the Library therefore no CIP voting took place. However, the CIP Committee agreed that the request for a handicapped door would be given a "pending" status as this item could possibly be included in the library's 2010 operating budget.

#### **Approval of Minutes 9/17/2009**

A motion to approve the minutes as amended was made, seconded, and passed by unanimous vote.

## **Other**

State and Town Revenues were briefly discussed. Dave Jodoin gave a brief overview.

There was some discussion of the Selectmen and the School Board arranging budget meetings with State representatives to make them aware of issues on the Town level.

Updating the Summary of Tax Rate spreadsheet for 2010 that was prepared by David Freeman-Woolpert last year was discussed. Dave Jodoin agreed to simplify and update it. Mark would like Dave to distribute the initial draft to the committee.

There was a brief discussion regarding improving communications with town departments before Town Meeting as it pertains to the Budget Committee's final budget recommendations.

**The Budget Committee meeting time was changed from 7:00 PM to 6:30 PM for all future meetings. Attached is a new copy of the schedule which includes the time change.**

The next meeting is scheduled for Thursday, November 19, 2008 at 6:30 PM to begin review of the town budget. Dave Jodoin will e-mail the town's preliminary budget summary to the committee by November 16<sup>th</sup>. When the full budgets packets are ready, they will be available at Town Hall for pick up.

## **Adjournment**

A motion to adjourn the meeting at 8:45 PM was made, seconded and passed by unanimous vote.

**AGENDA  
PEMBROKE BUDGET COMMITTEE  
TOWN OFFICE, PAULSEN MEETING ROOM**

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The Pembroke Budget Committee will meet to review and act on the 2010 proposed Municipal and School District budgets on the following dates at 6:30 PM:

Thursday, October 8, 2009 – CIP Review

Thursday, November 19, 2009 - Town Budget

Thursday, December 3, 2009 - Town Budget

Thursday, December 10, 2009 - Town Budget

Thursday, December 17, 2009 - School Budget

Thursday, January 7, 2010 - School Budget

Thursday, January 14, 2010 - School Budget

Thursday, January 21, 2010 – Deliberation

Thursday, January 28, 2010 - Deliberation/Draft Budget Recommendations

Thursday, February 4, 2010 - Reserve for possible Petition Warrant Articles

**PUBLIC HEARING  
Town/School Budgets  
Saturday, February 6, 2010 - Time: TBD  
Pembroke Academy Auditorium**

Thursday, February 11, 2010 - Final Deliberation/Final Budget Recommendations

**Saturday, March 6, 2010 - School District Meeting - Deliberative and Voting**

**Tuesday, March 9, 2010 - Town Meeting - Voting**

**Saturday, March 13, 2010 - Town Meeting - Deliberative and Voting**