

**BUDGET COMMITTEE MINUTES
TOWN OF PEMBROKE
THURSDAY, SEPTEMBER 23, 2010**

Members Present: Mark LePage, Chair; Gerry Fleury, Vice Chair; Michael Connor; Bruce Kurinskas; Brian Seaworth; Steve Abbott; Tom Serafin, School Board Rep.; Tina Courtemanche, Selectman Rep.; Dave Sheldon, Alt. Selectman Rep.; *Excused:* Raymond Foss, Daniel Crean

Others Present: David Jodoin, Town Administrator

Documents Distributed: Draft Budget Committee Timeline 2010/2011

The meeting began at 6:30 PM.

Mark briefly outlined the agenda and purpose of the meeting. Introductions were made, including new committee member Steve Abbott.

Election of Officers

In a budget committee meeting held April 8, 2010, the committee voted unanimously to appoint Mark LePage as Chair and Gerry Fleury as Vice Chair.

Review Budget Schedule

The committee reviewed the 2010/2011 schedule and agreed on meeting dates. Dave Jodoin will have the preliminary town budget prepared by the week of November 28th and the first budget committee meeting will be held on December 2nd. Should the documentation be ready earlier, he will contact Mark to possibly hold the first meeting two weeks earlier on November 18th.

Sub-Committee Review

In a budget committee meeting held April 8, 2010, a sub-committee was established 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 included Dan Crean, Gerry Fleury, Brian Seaworth, and Ray Foss.

Gerry reported that the sub-committee met once and although their intentions were good, there was little result as a shift in the budget approach would be too broad to handle in one step and very difficult to break into logical progressions. It would be helpful to the process if longer timelines could be introduced into the budget to get a sense of continuity from one budget year to the next however the obstacles for this approach again were difficult to pursue. No other meetings took place. Gerry then gave a brief description on big ticket items discussed by CIP including the Broadway Project and the school roof repair/replacement and how these items, if approved, will affect the tax rate.

Dave Jodoin reviewed his future plan to revise the budget spreadsheets to include columns showing new and prior year departmental requests, TA cuts/additions, and Selectmen results.

This will give the budget committee a wider range of tracking and better sense of the process that has already taken place. He is not sure if this will be accomplished this year due to the Tax Collectors retirement.

Other

Tom Serafin briefly updated the committee on the school labor situation as well as the wood burning plant being installed at Pembroke Academy.

There was a brief discussion regarding the Library's budget.

Dave Jodoin stated that the DPW contract expires in 2011 and the Town has entered into negotiations. There has been one meeting to date.

There was a general discussion regarding various revenues, TAN, and rooms and meals tax.

Adjournment

A motion to adjourn the meeting at 7:25 PM was made by Tom, seconded by Bruce, and passed by unanimous vote.

The next meeting is scheduled for Thursday, December 2, 2010 at 6:30 PM; Town Budget.