



**Budget-Finance Committee  
Meeting**

February 19, 2025 at 6:30pm

At Broadcast Studio & Via Zoom

1. Call to order
2. Approval of Minutes
  - a. December 18, 2024
3. Discussion on the Exp/Rev Summary Report through January 31, 2025
4. Update from Staff on the Town Audit
5. Discussion regarding the Public Works Garage Proposal
6. Discussion regarding the Public Works Garage Committee
7. Discussion on the results of the Select Board tie vote to determine if the Town will hold a Town Meeting to vote on the warrant articles or if the vote will be taken by secret ballot in June.
8. Public Comment
9. Budget-Finance Committee Comment
10. Adjournment

**Upcoming Budget Meetings**

- Wednesday, February 26, 2025 – Dept Head #1 – 6:00pm
- Thursday, February 27, 2025 – Dept Head #2 – 6:00pm
- Tuesday, March 11, 2025 – Budget Workshop – 7:00pm (after regular meeting)
- Tuesday, March 18, 2025 – Warrant article review/recommendations – 6:00pm
- Thursday, April 3, 2025 – Final Warrant Approval – 6:00pm
- Tuesday, April 8, 2025 – Public Hearing #1 – 6:00pm
- Tuesday, May 13, 2025 - Public Hearing #2 – 6:00pm



## Budget-Finance Committee

### Meeting Minutes

December 18, 2024 @ 6:30pm

At Broadcast Studio & Via Zoom

**Committee Members Present:** Deanna Lee, Frank McDermott, Shawn McKillop (Vice Chair), Cliff Small, Don Willard

**Committee Members Absent:** Karen Lockwood (Chair), Chris Hanson

**Town Staff Present:** Melanie Fernald (Town Clerk); Brenda Fox-Howard (Finance Director); Sue Look (Town Manager)

1. **Called meeting to order** at 6:30pm by Vice Chair McKillop with a quorum present.
2. Approval of Minutes
  - October 16, 2024  
**Motion** to approve as presented by Mr. McDermott. Seconded by Mr. Willard  
**Unanimously approved**
  - November 8, 2024  
**Motion** to approve as presented by Mr. McDermott. Seconded by Mr. Willard  
**Unanimously approved**
3. \*Discussion on the Exp/Rev Summary Report through November 30.
4. \*Discussion on the progress of the bank statement reconciliation July, August, September, October, November.
5. \*Update on the Town Audit

A temporary worker was hired to help catch up with bank statement reconciliation, but will not be continuing.

Finance Director Fox-Howard apologized for the delay – she is working to ensure that all reports are correct and accurate. Any delays in sharing the reports are due to the correction of errors, doesn't want to pass along reports that will just need to be fixed the next day. Working to catch up and correct all so it will be resolved ahead of budget season.

General consensus of the committee was that the information available was not enough

to allow the Committee members to review and analyze, so they would not discuss in depth at this meeting.

Finance Director Fox-Howard noted that she's now working with an expert in the TRIO program to correct some data-entry errors that were made previously and to catch up and correct bank reconciliation work. It is important to share correct and accurate information the first time; not to rush reports that will need to be corrected later.

6. Discussion of the Rec Dept Facilities proposed rental at the Raymond Village Church and expenditure of CIP funds.

Committee members discussed their concern that the change came about quickly, didn't understand the immediate need. There was some discussion about insurance and tax exemptions and whether CIP funds are the appropriate source of funding for the plans. Could the schools have been used, were other locations looked into?

Town Manager Look clarified that this did come up quickly, and that the lease is still being worked out. CIP funds would be pulled from for the purchase of furniture only – which would remain the town's property – and the money used has already been designated and approved for that use.

7. Discussion on Traffic Calming

Vice Chair McKillop noted that the Select Board heard various comments and suggestions for solutions to the issue.

Small, pole-mounted signs and larger trailer-mounted signs each have their place and are useful. Consensus of the Committee was that a multi-faceted approach seems most effective. Several members noted a heavier police presence lately, and seeing more drivers being pulled over.

8. Review the tentative FY2025-2026 Budget Schedule along with the Budget Meeting Calendar

Committee members spoke about their availability and this proposed schedule. It was noted that Chair Lockwood is ok with the schedule as is. The option to attend these meetings via Zoom is available to anyone who may need that. There is always the possibility that this schedule may change slightly, but this is a starting point.

9. Public Comment

Vice Chair McKillop opened the floor for public comment, the following individuals spoke:

Teresa Sadak clarified that she speaks for herself at this meeting, not as a Select Board member. Still wants to have the Select Board and Budget-Finance Committee to hold a join workshop to work through communication issues and questions/clarifications.

Finance Director Brenda Fox-Howard – clarified that she intends to send the group reports as they are corrected and available.

Denis Morse – expressed his appreciation for the different perspective that this committee brings and the questions and answers that come out of their committee. Wishes Happy Holidays to all.

10. Budget-Finance Committee Comment

Vice Chair McKillop opened the floor for Committee Member comments, the following individuals spoke:

Mr. Small would like to see Open Town meetings again. Feels that the timing of the meeting has an impact on turnout/attendance. Saturday morning in March, was traditional for a reason.

Mr. McDermott agrees on having Open Town meetings, use Girl Scouts as babysitters, have food trucks and entertainment. The discussion that happens there is important

Mr. Willard wants department heads to attend in person.

McDermott – staff would be paid for their time, attending meetings, etc.

Committee members noted that if a change of start time would be easier, if 6:30 doesn't work for staff, share opinions with Chair Lockwood.

Vice Chair McKillop noted there is a Vision Committee being assembled to help direction with Jordan-Small Middle School use. Doesn't feel that there is a clear reason why it's just a visioning committee and not more than that.

11. Adjournment

**Motion** to adjourn at 7:30pm by Mr. McDermott. Seconded by Mr. Willard.

**Unanimously approved**

*Respectfully submitted,*

*Melanie Fernald, Town Clerk*