



**Budget-Finance Committee
Workshop Minutes**

March 11, 2024, at 6:30pm

At Broadcast Studio & Via Zoom

Committee Members Present: Bob Gosselin - Chair, Karen Lockwood, Frank McDermott, Denis Morse, Deanna Lee, Shawn McKillop

Committee Members Absent: none

1. Called to order at 6:30pm by Chair Lockwood with a quorum present
2. Budget Workshop
 - Dept. Head #1 presentation - Review and discuss.
 - Dept. Head #2 presentation - Review and discuss.
 - Review and discussion on CIP.

The Budget-Finance Committee discussed through each segment of the proposed budget and sent the following questions to the Town Manager:

1. *Administration – Legal and Audit:*
 - a. *On the budget sheet for July 1, 2023 – June 30, 2024, the Legal & Audit line has the total as 2023 Actual \$151, 856 and the FY24 (in Progress) listed at \$40,000.*
 - b. *The budget sheet for July 1, 2024 – June 30, 2025, lists the 2023 Actual at \$297,209.*
 - c. *The Budget Finance committee requests the sum of \$297,209 be broken out by line item with the total listed for each item beginning with FY2022.
(Previously requested by Deanna and in Process with the Town Manager)*
2. *Administration – Salaries*

2023 Actual \$440, 372.
2024 Budgeted \$421,817
2024 Actual as of 12/31/2023 \$332,790

Halfway through the FY cycle at 12/31/2023 and more than half the salary budget spent. What has caused this discrepancy and is more budget needed?

3. *Debt Service*

- a. *Since many of us are new, is it possible to list the items that were included in each of the bonds, so we know the history of expenditures?*

4. *Liability Insurance*

- a. *Why did the Liability Insurance increase 26.775%?*
b. *Comm. Package \$92,150 (12% increase)*

5. *Health Insurance –*

- a. *Increase of \$116,000 or 23.43%. The Budget Finance Committee requests the Town send out a Request for Quote to three suppliers to submit proposals for Health Insurance coverage. This is good business practice.*

6. *Department Funds carried over and rolled forward to the next year.*

Will the Finance Director please provide a table that lists each department that is carrying funds forward, a column with the amount, and a column with the accrued amount in the rolled forward account, and a description about the intent of accruing the reserved funds? ie renovations, new trucks, paving, etc?

7. *Request that the Town Manager inquire to RSU 14 what have been the maintenance costs for the JSMS for the last three years?*

8. *CIP*

Items that need to be included in the CIP sheet that the Town needs to plan for:

Pickle Ball Courts

JSMS Renovation – Town Office, Community Center, Library

Recreation Office Renovation

Tassel Top – build additional cabins.

New RSU 14 Middle School

Fiber Optics Proposal ~ \$900k, Funding split with \$150k on hand, TIF, Bond

Public Works vehicles

Fire Dept Vehicles

Automated Trash Truck Trash Bins

9. *Public Comment*

None – No one on Zoom or in person

10. *Budget-Finance Committee Comment*

Mr. Morse thanked the Chair for setting up the meeting. This is a very diverse group. He thinks it is important for residents to know the background of the

Budget Finance committee and gave a brief description/introduction of their backgrounds.

11. Adjournment

Meeting adjourned at 9:15pm by Chair Lockwood

*Respectfully submitted,
Melissa McConkey, TM Admin*