



## Budget-Finance Committee Meeting Minutes

May 28, 2025 at 6:30pm

At Broadcast Studio & Via Zoom

**Committee Members Present:** Karen Lockwood - Chair, Shawn McKillop - Vice Chair, Deanna Lee, Frank McDermott, Cliff Small, Don Willard

**Committee Members Absent:** Chris Hanson

**Town Staff Present:** Joe Crocker (Town Manager), Richard Dowe (Library Director), Bruce Tupper (Fire Chief), Nathan White (Public Works Director), Jason Williamson (Code Enforcement Officer)

1. **Called meeting to order** at 6:30pm by Chair Lockwood with a quorum present

2. Approval of Minutes

- April 16, 2025

**Motion** to approve as presented by Mr. Small. Seconded by Mr. McDermott  
**Unanimously approved**

3. Discussion with Department Heads on New Process for Development of the 5-year CIP Plan

Chair Lockwood described the form that Department Heads can use to submit CIP budget requests, to help the Budget-Finance Committee formulate the CIP Plan moving forward. Town Manager Joe Crocker clarified the flow of the documentation – form submitted to the Town Manager, who will collect the information and pass it along to the Budget-Finance Committee Chair, who is currently formulating a comprehensive spreadsheet for all department requests as predicted for the next 5 fiscal years. Discussion around how to handle the expenses for the renovations on the Jordan-Small Middle School when ownership shifts back to the Town.

4. \*Discussion on a Budget-Finance Committee tour of the Fire and Rescue building  
Chair Lockwood noted that she's been discussing the idea of having a tour of the Fire and Rescue Buildings instead of the July or August meeting. Group consensus was to schedule the tours of the two buildings in place of the August 20<sup>th</sup> Budget-Finance Meeting.

5. Public Comment

Chair Lockwood opened the floor for public comment; the following individuals spoke:

- Peter Leavitt, Leavitt Road

Budget-Finance Committee Comment

Chair Lockwood opened the floor for Committee Member comment; the following members spoke:

- Cliff Small
- Karen Lockwood
- Don Willard

**Reminder:** *Informational Meeting on the Annual Town Warrant  
Saturday, May 31, 2025, 10am, Jordan Small Middle School*

6. Adjournment

**Motion** to adjourn at 7:09pm by Mr. McDermott. Seconded by Mr. Small.

**Unanimously approved**

Respectfully Submitted,

Melanie Fernald, Town Clerk