

Tamworth Budget Advisory Committee Meeting Minutes
October 4, 2017
Tamworth Town House
7:00 p.m.

Members Present: Becky Mason, Melanie Streeter, and June Vendrillo
Other Present: William Farnum

Minutes Recording: Becky Mason

- I. Call to Order at 7:00 p.m.
2. Motion made by M. Streeter and seconded by B. Mason to accept the minutes of September 27, 2017. Vote 2 to accept. 1 Abstained.
3. B. Mason present an email that had been received from a Tamworth resident indicating that they felt the Police Department should have an increase in their budget of 75,000.00. The committee discussed this and determined that they would wait until the Police Departments budget was received. B. Mason will give a copy of the email to the Town Administrator to share with the Selectmen.
4. Discussion took place regarding the health and dental insurance data that was given to the committee. Additionally, discussion took place on additional information that the committee would like to receive for the budget process and the following questions will be sent to the Finance Office:
 1. What were the amounts paid out last year in elderly exemptions and veterans exemptions?
 2. What is the employees contribution to the health and dental insurance? Is it 7% or 20%?
From the insurance paper you gave us it looks like:
 - a. There is 1 person 80% Single – HMO (AB10) – does this mean the employee is paying 20%?
 - b. 4 persons on Insurance buy out – is this in addition to the stipend that they get paid by the town for Heath Buyout out Stipend? Sub account 190
 3. What was the general fund balance for 2016?
 4. Do we have a list of grants that we have received in 2017 and the amounts?
 5. Could we have revenue year to date?
 6. Question on what departments can use Comp time versus overtime?
- B. Mason will sent the questions to the Finance Office.
5. Discussion took place regarding the committees next meeting date. It was decided that since the committee had no budgets to review at present, it would meet in two (2) weeks.
6. B. Mason reviewed the answers to the questions that the committee presented to the Selectmen in regards to the process of the budget review and what they expected from the committee:
 1. What is the timeline for this committee to produce a report?
As quickly as the budgets come in.
 2. What is the process .. Do the Selectmen want this committee to meet independently with the Departments regarding their budgets, ask questions and report back to the Board of Selectmen (BOS)? Or is there a different process that the BOS want this committee to use?
The Budget Committee is to meet with the Department Heads first, review the Dept. budgets, ask any questions that they have and report back to the Selectmen regarding any questions regarding the Dept. budget.

Tamworth Budget Advisory Committee Meeting Minutes

October 4, 2017

Page 2 of 2

3. Do they want the report as departments are reviewed or one final report when all the departments have been reviewed?

The BOS would like a report on each Dept as it is reviewed, as well as, a full report at the end of the budget process.

4. What is the time frame that the Departments will have their budgets ready for review?

All Departments are to have their budgets in by October 20, 2017

5. Do the BOS want a recorded vote from the Budget Advisory Committee on their report to the BOS?

Yes, the Board of Selectmen would like to see a vote recorded by the Budget Committee.

6. Does the BOS want the committee to review the Non-Profit request?

If they would like to review them they can.

6. Discussion took place regarding the Capital Improvement Plan Committee Report for 2018 - 2013. B. Mason to send the link to all committee members for review.

7. B. Mason informed the committee that the Budget Advisory Committee was listed on the Town Web site. She informed the committee that the BOS requested that a Town email be set up for this committee. Town Administrator stated that she is working on this. Once this is completed, B. Mason will inform the committee.

Motion made by M. Streeter and seconded by J. Vendrillo, to adjourn the meeting. Voted 3-0.
Meeting adjourned at 9:10 pm

Next Meeting: Thursday, October 18, 2017 at 7:00 PM , at the Town House.