

Minutes of Litchfield Budget Committee

October 20, 2014

Present: Rodney Allen, David Blocher, Don Jenkins, Richard Lane

Guest: Trudy Lamoreau

Absent: Judy Bourget, Pat Soboleski, Elton Wade

1. Discussed the need to be consistent in notifying members, holding to meeting schedules and recording minutes. David agreed to serve as Acting Secretary until elections are held.
2. Invited Town Manager, Trudy Lamoreau to update us on progress in developing a Capital Investment Plan. She has asked departments to submit capital inventories and requests for next year's budget. She would like our assistance in developing the process including suggestions for definitions and forms. We also discussed the possibility of consolidating most capital reserves into one account in next year's budget rather than the present multi-account method.
3. Doris Parlin is retiring in November. She will definitely be missed.
4. We reviewed the quarterly Expense Report. In general, we are in very good shape. A few items were noted/questioned:
 - a. 05-140 Gen Gov Postage has expended 63% of budget in the first quarter
 - b. 08-207 Unemployment Ins has expended 41%
 - c. 14-040 Planning Board Secretary has expended 35%
 - d. 15-267 Office Supplies has expended 61%
 - e. 20-xxx Office Equipment has expended 57% - largely due to \$423 over-budget annual fee for the Trio service
 - f. 30-453 Fire/Rescue Equip/Supplies has expended 48%
 - g. 30-Fire/Rescue Truck Repair has expended 53%
 - h. 37-002 Gardiner Rescue Contract has expended 39% - at the current monthly rate will be over by \$34,000 for the year?**
 - i. 50-514 Bulky Waste Transport has expended 36% - this may slow down in the winter months?**
 - j. 70-xxx Debt Service has expended only 10% - possibly due to timing of payments
 - k. 83-300 Special Projects has expended 81% - for Public Works Repeater?**

5. Discussed need to clarify our role in the budget process, especially WRT the RSU#4 budget.
6. Discussed priorities for committee. Suggested:
 - a. Establish Capital Improvements Plan and funding sources
 - b. Establish Road Maintenance & Improvement Plan and funding sources
7. Agreed to meet again on November 17.

Respectfully submitted,

David Blocher, Acting Secretary