

Minutes of Litchfield Budget Committee

November 17, 2014

Present: David Blocher, Don Jenkins, Pat Soboleski, Elton Wade

Absent: Rodney Allen, Judy Bourget, Richard Lane

1. Reviewed and approved the minutes of October 20 meeting.
2. Elected officers for the 2014-15 fiscal year:
 - a. Committee Chair – Elton Wade
 - b. Secretary – David Blocher
3. Town Expense Summary Report: Discussed report for September (handed out last month. If you did not get it, there should be a copy in the Budget Committee mail slot).
 - a. David will ask Trudy to explain the items noted in the October minutes.
 - b. David will ask Trudy to provide the report monthly and make note of exceptional items.
 - c. We would like to sit in when the Selectmen discuss this report (quarterly?)
4. Attendance at Budget Committee Meetings: attendance has been spotty. Elton will contact Judy Bourget to see if she plans to participate this year. David will try to publish a current contact list. We are missing some phone numbers.
5. Meeting Times: Agreed to meet the third Monday of each month and to invite Trudy to meet with us during the first ½ hour if she is available.
6. Mission and Role of the Budget Committee. It appears that we have no formal charter. Given that nearly 70% of property taxes go to pay the RSU 4 assessment, it was agreed that we must be active in the school budget process and try to increase voter attendance at the budget adoption meeting. We discussed the possibility of working with Budget Committees of Sabattus and Wales to take a public position at the school meetings and using articles in the Sodalite to educate voters. We agreed to designate committee members to participate in town and school budget meetings.
7. Capital Investment Plan: We agreed that the goal is to get something started this year and then tune it over the next several years. We agreed to advocate for a CIP process with the Selectmen and to help Trudy develop a process. Trudy provided us with copies of the current asset listing for our insurance policies.

- a. Don handed out copies of materials he found on the Web including an outline of a process developed for towns in Massachusetts.
 - b. David will meet with Trudy to discuss developing a process for this year.
 - c. Don will create a spreadsheet of the items listed in the insurance asset list provided by Trudy as a start in developing a Capital Asset Inventory.
 - d. We will discuss this further at our next meeting.
8. Next meeting is Monday, December 15 at 6:30 PM. Potential agenda items include:
- a. Review CIP Forms A, B, C from the Mass. CIP Manual – Don
 - b. Discuss town CIP process for 2014-15 – David
 - c. Propose definition of “Capital Asset” including minimum value (e.g. \$10,000) - Don
 - d. Discuss how to proceed with RSU budget – David
 - e. Update on road maintenance and paving plans - Richard

Respectfully submitted,

David Blocher, Acting Secretary