

ASHLAND BUDGET COMMITTEE

APRIL 12, 2012

DRAFT MINUTES

MEMBERS PRESENT: C. Austin, S. Coleman, M. D'Ambruoso, S. Felton, D. Golden, I. Heidenreich, D. Ruell, M. Scarano, D. Toth,

OTHERS PRESENT: T. Amburg, E. Badger, A. Cilley, J. Felton, P. Heidenreich, F. Newton

The meeting was called to order @ 6:00pm in the Elementary school library.

Michele D'Ambruoso was introduced as the new School Dept. alternate to the Budget Committee. She replaces K. Stack.

S. Felton will bring copies of any unapproved meeting minutes to the next meeting, so they can be approved by the members. The meeting minutes from March 29, 2012 were approved.

S. Felton passed out a suggested Budget Committee Meeting Review Template (see Attachment 1) and Review Guidelines (see Attachment 2) to the members for their comments and suggestions. After some discussion the template and the guidelines were accepted. A copy of each of these will be sent to the Town Administrator and utility commissioners. A cover letter will also be sent explaining that there will be a Budget Committee member available to answer any questions concerning the documents. It is hoped that these documents will help ease the budget process for all of the depts. and utilities.

The Town Trustees, Town Treasurer, and the Tax Collector will be asked to come to the Budget Committee this year to give reports.

The committee members agreed that a letter should be sent to the town and utilities to request electronic copies of monthly financials. Also, the committee is going to be asking from each dept., before their scheduled review, an electronic copy and hard copy of their financials. These reports will be requested to be given to each member of the budget committee at least 1 week before their scheduled review date.

There was a discussion and explanation of items listed on the Review Guidelines document: (see Attachment 2)

1. Projected Capital Needs-it was suggested a template be developed on how the capital needs of depts. be presented to the budget committee. Once developed it will be given to the dept. heads. The template would include: Item, Cost, and the Year. It could help the dept. heads to better plan for their future needs.

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2. Cash Flow Analysis-the budget committee will be asking on a quarterly basis for a cash flow analysis from the town and utilities.
3. Cash Balances-the committee will be asking the library, town administration, utilities, town treasurer, and town trustees for their end of month cash balances. Copies of the year end corporate audits for the town and utilities will also be requested.

There was a consensus of the committee to structure their future review meetings with the utilities and the town as follows:

6:00pm-6:15pm Review and accept past meeting minutes

6:15pm First Dept.'s Review

7:15pm Second Dept.'s Review

The Town Website Budget Committee Content was discussed next. All meeting minutes, budget committee news, meeting schedules, and the latest financials from the town and utilities will be made available on the website. As of now the meeting minutes, meeting schedules, and the 2012 Town Budget are up on the website. S. Felton thanked M. Badger for all her assistance with the website. S. Felton has not been able to upload the audio recorded at past meetings. D. Golden suggested he contact the Town Administrator to ask Glen Smith to possibly help with the issue. D. Toth offered to try to create a link on another site so the public can hear the recordings. I. Heidenreich asked for the last year's Budget Committee's Power Point Presentation to be put on the website. S. Felton will follow up on that. Other suggestions from committee members for the website were the following:

1. Glossary Page-to help explain some of the financial terms being used by the committee concerning the budget process.
2. FAQ Page-D. Toth was asked to put together a list of FAQ's that the committee will review.
3. Table of contents-D. Ruell suggested this would make it easier for the public to navigate the website.

D. Ruell said that the Town Office has asked if a list of current Budget Committee members email addresses could be sent to the office. S. Felton will send the list.

D. Ruell stated that the July 12th and August 9th budget meetings originally scheduled in the school library be changed. The school will be closed during that time. He has rescheduled the July 12th and August 9th meeting to be held at the Fire

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Station meeting room @ 6:00pm.

I. Heidenreich reminded members if they were interested in attending the LGC Budget training class, they need to let Pat Crowell know ASAP. D. Toth and M. Scarano would like to attend the class.

S. Felton asked the members of the public if they had any comments or questions. F. Newton asked if the Budget Committee would be asking depts. for a Cost Benefit Analysis (Buy v. Lease, New vs. Used) for equipment purchases. S. Felton said that would be a future step. D. Ruell suggested that would be something that the newly formed CIP committee would be responsible for. D. Toth believes that having the Cost Benefit Analysis would be helpful.

D. Golden made a motion to adjourn. I. Heidenreich 2nd his motion. Motion passed.

The meeting was adjourned @ 7:00pm.

Jane Felton, Volunteer Recording Secretary