

Minutes of the Meeting of the Heath Finance Committee  
December 5, 2011

Time: 7:00 pm

Place: Sawyer Hall

Present: Don Freeman, Dave Gott, Ned Wolf, Jeff Simmons, Jan Carr(at 7:50 pm), and Kara Leistyna and the BOS at 8:00 pm

The minutes of the September 26<sup>th</sup> meeting were read and approved. The minutes of the November 15<sup>th</sup> meeting were read and approved by all except for Jeff who abstained because he did not attend.

Members discussed Tracy's request to transfer funds from the Reserve Fund to the Treasurer Tax Taking Account for the purpose of paying attorneys in connection with land court proceedings. There was a consensus that proceedings should be as gentle as possible in light of the impact of foreclosure and that funds should be available to keep proceedings from coming to a halt. Don made a motion that the FinCom approves the transfer of \$1600 from the Reserve Fund to the Treasurer Tax Taking Account for the purpose of paying attorneys in connection with land court proceedings. The motion passed by unanimous vote. Members signed the transfer form.

Dave announced that he and Ted are selling their farm and that he will not be running for re-election to the Finance Committee next May. Members expressed appreciation for his service.

Looking ahead to meeting with the BOS about budget procedures, Don gave each member a copy of his e-mail attachment 'Talking Points, 12/5/11 Meeting'. An important point of the Sheila-Don memo is that there be joint budget hearings with department heads focused on budgetary matters only and that there should be alternate chairing of these meetings by the BOS and FinCom. Members discussed whether budget meetings should occur once a week or every other week. Suggestions were made that preliminary spreadsheets as well as departmental requests be put on the Internet. At 7:55 pm Don made a motion to join the Selectboard in session. The motion was approved by a unanimous vote.

The BOS and FinCom discussed budget procedures and the budget calendar for FY2013. Tom suggested that a member of the FinCom chair every budget meeting. FinCom members were agreeable to that. There was a consensus that joint budget meetings should begin at 7:30 pm. At 7:00 pm Kara will provide a thumb drive so that FinCom members can upload to their laptops the latest budget spreadsheet. Sheila said that she favored budget meetings every week for more flexibility in case of bad weather. All budget hearings will occur during the joint meetings. Brian suggested that budget requests be made on an Excel form. There was a consensus that there be coaching available for the preparing of budget requests.

The joint BOS/FinCom memo to departments will be completed at the December 19<sup>th</sup> joint BOS/FinCom meeting. The FinCom will take the lead on parameters of revenue projections. Sheila said she would

like the vehicle replacement schedule to reside with the FinCom who would be responsible for updating it. With data that may include cherry sheets , valuation and taxes anticipated, impact of abatement requests, certified free cash, and the balance in stabilization the BOS,FinCom, and Assessors will agree on revenue projections at the January 10 meeting. Members agreed that a phone call to Joe Boudreau just prior to the January 10<sup>th</sup> meeting could be helpful.

The Assessors have done their part, and we are now awaiting the DOR for the setting of the tax rate.

Dave informed members of his intention not to run for another term on the Finance Committee when his term expires in May.

There will be 6 weeks of budget hearings starting January 24<sup>th</sup>. From March 6<sup>th</sup> up to the May 12<sup>th</sup> ATM there will be joint BOS/FinCom meetings as needed. By April 3<sup>rd</sup> we will hopefully be able to vote on Article 3. The calendar being prepared will include a May meeting date for the FinCom to provide reconciliation following any budget changes that may have occurred at the May 12<sup>th</sup> ATM.

Tom reported having talked with Mike about the possibility of reconfiguring the town garage doors and putting another bay at the end of the garage. They also discussed the possible hiring of a person to work on maintenance or the bringing in of a maintenance company.

The FinCom left the BOS to return to the Assessors' Office at 9:25 pm. Members agreed that having FinCom members chair the budget meetings would give the FinCom a complementary role. They agreed to meet at 7 pm on December 12 in Sawyer Hall to review progress on the BOS/FinCom memo for December 19<sup>th</sup> and to parcel out the tasks in getting revenue projections.

The meeting adjourned at 9:35 pm.

Respectfully submitted,  
Ned Wolf, Secretary