

MINUTES

Meeting of Lisbon Budget Advisory Committee
December 15, 2014

Present: Barry Liveston, Chairperson; Stanley Sudol ; John Fitzgerald; Jan Marshall. Absent – Tom Demers

Meeting called to order at 7:10 PM

It was noted that the minutes distributed had the previous months minutes at the bottom of the page. Those should be deleted as it was a format error when typing up the minutes.

MOTION BY STANLEY SUDOL, SECONDED BY BARRY LIVESTON TO APPROVE THE MINUTES OF THE NOVEMBER 5, 2014 WITH THE CORRECTION. ALL IN FAVOR.

Barry handed out spreadsheets he had developed using data from the DRA's MS-2R and MS-4R reports provided by the town office earlier. These figures tie out to the tax rate setting calculation.

Reviewed years compiled: (4 printouts)

1. 2010 – 2011 – 2012
2. 2011 – 2012 – 2013
3. 2012 – 2013 – 2014
4. 2013 – 2014 – 2015

It was noted the revenue section on the 2015 draft budget was not completed at this time.

Barry reviewed one set of printouts to explain what the data captured. He noted the unassigned fund balance for year 2014 was \$536,324 before the emergency appropriation of \$43,350 was applied. He explained the emergency appropriation. The historical look at the unassigned fund balance reflected the following:

Year	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Net Balance	\$156,182	\$191,499	\$194,703	\$161,671	\$492,974

The committee reviewed the draft budget "timeline" Barry had developed. We need to give this to the select board and ask for them to complete the dates we do not have. This will provide a good road map to the timing and deadlines that need to be met.

Discussion was held on the board's request for the landfill study. Jan and Stanley will take on this task of analyzing this department.

Action item: John will look through last year's documents and pull out the department revenue breakdown we had been provided. This will allow Jan and Stanley to see some historical data. They will be looking at Expense less Revenue to come up with a net cost. They will look to see if there are any large "inventory" items and if these were captured correctly.

Action Item: Barry will see the town and request the following information:

- DRA Tax Rate Sheet (calculation on the tax rate setting – we have the most recent one)
- Find out what date the “fund balance” is established
- Ask for a breakout of the revenue income by department (grouped as 3401 -3406)
- See if he can get a copy of the data to allow him to export it into excel

Action Item: John will call to get on the next board meeting agenda. Purpose is to go over with the select board what the committee is working on. Also inquire what the select board wants from the town budget advisory committee in assisting with the budget development.

Jan passed out a print out of all the municipalities’ tax rates for 2014.

Discussion was held on when to have the next meeting. Unless we need to have a meeting sooner – the next meeting will be Wednesday, January 7, 2015 at 7:00 PM.

Motion to adjourn at 8:27 PM.

Respectfully submitted

John Fitzgerald