

Buckland Finance Committee  
Minutes  
November 17, 2014

The Buckland Finance Committee met at the Buckland Public Library on Monday, November 17, 2014. The meeting was called to order at 7:05 by Dena Willmore. Attending were Ben Murray, Michael Turley, and Karen Blom. Paula Consolo was unable to attend.

The first order of business was the review of the October 20, 2014 minutes. After some minor corrections, the minutes were accepted as amended and will be posted as final on November 18, 2014

The second order of business was the review and finalization of the memo to town departments regard the upcoming budget season. There were some significant changes to the memo, particularly regarding tone. The amended/edited memo is attached to these minutes and will be electronically delivered to Andrea Llamas for distribution to appropriate town employees on Tuesday, November 18. Also reviewed and accepted for distribution was a memo with the budget schedule to be electronically delivered to the Mohawk Trail Regional School budget sub-committee and administration and to other outside organizations that provide services to the town of Buckland such as the Senior Center and FRCOG. This memo is also attached to the minutes.

The third order of business was a brief review of Ms. Willmore's attempt to gather comparative information on winter roads' expenses from other towns. This was done at the request of a member of the Buckland Select Board. It was recommended that Ms. Willmore talk with Kevin Fox and then decide if another meeting would be helpful.

Finally, Karen Blom, the Finance Committee's representation on the Personnel Committee, brought the committee up to date on the work they have been doing classification of job descriptions and a review of current pay scales with an initial draft of their recommendations to the Select Board. The Personnel Committee has clearly spent a great deal of thoughtful time on this work and are hopeful that a final recommendation can be made to the Select Board by the end of the year. Ms. Blom also relayed that Select Board member Rob Riggins would like to meet with the Finance Committee regarding the impact of employee benefits on current and future budgets. We agreed that Mr. Riggins would be invited to the December meeting.

With no further business to come before the committee, the meeting was adjourned at 8:15pm.

Respectfully submitted by

Dena Willmore, Chair

# Town of Buckland

## Memorandum

To: Department Heads/Board and Committee Chairs  
From: Finance Committee  
Date: November 17, 2014  
Re: Fiscal Year 2016 Budget Preparation

Each year we say “If it is December it must be the beginning of budget season.” This year because of various calendar conflict issues we find we must move the entire process forward by a month if we are going to get the budget and memo done in time for Town Meeting.

There are a number of unknowns this year, but one thing we do know: Our free cash is virtually zero this year. Over the last several years we have covered the vast majority of our capital expenses through the use of free cash. This lack of free cash will have a ripple effect throughout the entire budget as we determine which capital items and stabilization funds we can afford to fund through the operating budget. This is a change from prior years. As a result, we are going to hold the line on any increases in operating budgets this year.

We will review capital budgets separately from operating budgets. Even though capital expenses will be limited, for future planning purposes we are asking you to review your capital expense needs over the next five years as well as indicating the necessity and priority of each of your capital projects or expenses. It is unlikely that any new capital projects other than the Town Garage will receive funding this year.

All budget spreadsheets **must** be submitted to Andrea Llamas **electronically** no later than December 8, 2014 (a Monday). Please provide detailed explanations of your budget requests and revenue estimates. This information is of great value to us as we prepare our written recommendations to the voters at the Annual Town Meeting in May.

The operating budget salary lines will be calculated using current rates of pay. The Finance Committee will meet with the Board of Selectmen to discuss salary increase budgeting and any salary adjustments will be added to your budget requests.

Those departments or areas that have changes in their budgets must meet with the Finance Committee. The calendar has been set and is attached to this memo. If you need to meet with the committee please sign up early so we can plan accordingly.

Thank you.

Town of Buckland  
Notice of Meetings  
FY16 Budget Calendar

**November**

17<sup>th</sup> – Draft of Finance Committee Memo regarding FY16 budget process Finalized  
18<sup>th</sup> – Finance Committee Memo sent to Town Hall for distribution  
19<sup>st</sup> – Budget worksheets to Departments

**December**

8<sup>th</sup> (Monday) – Budget worksheets due back to Town Administrator  
15<sup>th</sup> (Monday) – Finance Committee Meeting (7pm at BPL)

**January**

19<sup>th</sup> (Monday) – Finance Committee Meeting (7pm at BPL)  
31<sup>st</sup> (Saturday) – Finance Committee meetings with Depts/Committees (8am at THall)  
**First review of budget**

**February**

9<sup>th</sup> (Monday) – Finance Committee meetings with Depts/Committees(7pm at BPL)  
**Second review of budget**  
16<sup>th</sup> (Monday) – Finance Committee Meeting (7pm at BPL)  
**Finalize budget**

**March**

2<sup>nd</sup> (Monday) – First draft of memo completed and distributed to committee members  
(By end of day)  
9<sup>th</sup> (Monday) – Finance Committee Meeting (7pm at BPL)  
**Review of memo**  
13<sup>th</sup> ((Friday) – E-mail final budget spreadsheet to Finance Committee (5pm)  
16<sup>th</sup> (Monday)– Finance Committee Meeting (7pm at BPL)  
**Budget Approval, Semi-Final Draft of Memo distributed**

**April**

22<sup>rd</sup> (Wednesday) – Annual Town Meeting Warrant must be posted  
22<sup>rd</sup> (Wednesday) – Finance Committee Meeting (7pm at BPL) to Finalize Memo  
24<sup>th</sup> (Friday) – **E-mail Final Memo to Town Hall for distribution**

**May**

4<sup>th</sup> (Monday) – Annual Town Elections  
6<sup>th</sup> (Wednesday) – Annual Town Meeting

# Town of Buckland

## Memorandum

To: Mohawk Trail Regional School Committee Budget Subcommittee and  
Administration  
All External Service Providers to the Town of Buckland

From: Buckland Finance Committee

Re: Budgeting Calendar for Fiscal Year 2016

Date: November 17, 2014

We are writing to let you know that we have moved our budget calendar forward a month and therefore will need the budget information from you earlier than in prior years. The following is our calendar:

### December

8<sup>th</sup> (Monday) – Budget worksheets due back to Town Administrator

15<sup>th</sup> (Monday) – Finance Committee Meeting (7pm at BPL)

### January

19<sup>th</sup> (Monday) – Finance Committee Meeting (7pm at BPL)

31<sup>st</sup> (Saturday) – Finance Committee meetings with Depts/Committees (8am at THall)

**First review of budget**

### February

9<sup>th</sup> (Monday) – Finance Committee meetings with Depts/Committees(7pm at BPL)

**Second review of budget**

16<sup>th</sup> (Monday) – Finance Committee Meeting (7pm at BPL)

**Finalize budget**

### March

2<sup>nd</sup> (Monday) – First draft of memo completed and distributed to committee members  
(By end of day)

9<sup>th</sup> (Monday) – Finance Committee Meeting (7pm at BPL)

**Review of memo**

13<sup>th</sup> ((Friday) – E-mail final budget spreadsheet to Finance Committee (5pm)

16<sup>th</sup> (Monday)– Finance Committee Meeting (7pm at BPL)

**Budget Approval, Semi-Final Draft of Memo distributed**

### April

22<sup>rd</sup> (Wednesday) – Annual Town Meeting Warrant must be posted  
22<sup>rd</sup> (Wednesday) – Finance Committee Meeting (7pm at BPL) to Finalize Memo  
24<sup>th</sup> (Friday) – **E-mail Final Memo to Town Hall for distribution**

**May**

4<sup>th</sup> (Monday) – Annual Town Elections  
6<sup>th</sup> (Wednesday) – Annual Town Meeting

We suspect that our calendar does not entirely mesh with your calendar, but any consideration you can give would be helpful to us.

If you have any questions, please feel free to call Dena Willmore at 413-625-2076.