



SPECIAL MEETING OF THE BUDGET COMMITTEE (BC)

January 7, 2021

Town Office/PSB Conference Room

**Unapproved Minutes**

Members present: Charlie Hancock (SB and BC), Sue Wilson (BC), Scott Perry (BC), Erin Kopacz (BC).

Visitors: None

The meeting was called to order at 5:33 p.m. by Charlie Hancock.

1. Election of Officers: Scott nominated Charlie for Chairman and he was elected on a unanimous vote. Sue Nominated Scott for Secretary and he was elected on a unanimous vote.
2. Review Agenda: No changes were made to the agenda.
3. There were no previous meetings so no minutes for review.
4. FY22 Budget: The Committee disused overall methodology since this will be the first 12 month fiscal year budget (July 1, 2021 – June 30 2022) since the transition away from a Calendar Year budget. The budget will be based on the previous 12 months' actuals (2020) due to the need to have a draft budget completed for Town Meeting in March. The Committee will need to consider possible revenues and expenses not necessarily indicated by the previous 12 months actuals.

Revenue: The Committee reviewed the previous 12 months revenues and then established a first draft of FY22 estimated budget revenues. Several areas will need further research and refinement.

Expenses The Committee reviewed the worksheet for Town employees' and officers' wages and compensation. Health insurance will need to be recalculated for the last six months of the fiscal year taking into account possible rate increases which go into effect at the beginning of calendar year 2022. The Committee also reviewed bond payment obligations.

5. The meeting was adjourned at 7:00 p.m. on a motion by Scott, seconded by Erin that passed unanimously.

Respectfully submitted,  
Scott Perry, Secretary, Budget Committee