

**Exeter Budget Recommendations Committee Minutes**  
**September 29, 2010**

Place: Novak Room, Town Offices  
Time: 7:00 p.m.

Present: Budget Committee Chairman Robert Corson, Secretary, James Knight, Bob Kelly, Corey Stevens, and Don Woodward.

Chairman, Robert Corson led the meeting with a schedule for budget interviews of town department officials. Mr. Corson also proposed a formal Budget Committee Charter. He also suggests that we look at other communities that currently have charters as examples to develop ours.

Don Woodward gave a presentation of the L.G.C. seminar held in Manchester on municipal budgeting and the different programs that are available for loans and grant funding.

Mr. Corson has asked department heads to forward a summary of their budgets and any other future or regulatory requirements that may affect their budgets.

The next meeting will be on October 6<sup>th</sup>, 2010 at 7:00 PM in the Novak room. We will be receiving our draft budget and C.I.P. reports. The next meeting will be on October 15<sup>th</sup> in the Novak room for the first meeting with the department heads. The meeting will be an all day event, with each department presenting their budget information. The Novak room has been chosen because of the ability to televise the meetings. The departments will focus on their budgets and capital expenses will be presented by the C.I.P. committee. The next scheduled department meeting will be on October 22, in the Novak room.

Mr. Corson asked committee members, if possible, to meet with department heads for a walk-through on different proposed projects and budget request. He also asked Corey Stevens with his accounting background to review the Finance Department procedures and budget.

Also requested by the Budget Committee was a Detailed Expenditure Report, year to date, from the Muni-Smart accounting program from the Finance Department. The committee requests that a detailed "Expenditure Report" should be made available on the Town's website in a searchable PDF format, as well as, a last year's revenue summary and a year to date revenue report.

The next scheduled Budget Committee meeting will be October 26<sup>th</sup> at 7:00 PM in the Novak room. This meeting will begin the vetting process of the department budget requests, the meeting will be C.I.P. presentations and discussion of budgets. The next scheduled meetings will be November 3<sup>rd</sup>, 10<sup>th</sup>, and 17<sup>th</sup> at 7:00 PM in the Novak room. These meetings will be the deliberative budget process, discussing the department's line items.

Mr. Corson is proposing a longer term for the Budget Committee process, suggesting that it might be a year round participation and multi-year terms for Budget Committee members.

Mr. Robert Eastman, former Exeter Town Selectman presented to the committee, several Budget Committee charters from different towns in the state of New Hampshire. Mr. Corson will submit copies to the Budget Committee. In conclusion Mr. Corson would like to discuss the elimination of the Parks and Recreation revolving fund as an agenda item in a future meeting.

The meeting adjourned at 8:05 PM.