

Budget Advisory Committee
Martin Memorial Hall
5459 Rte 5 Ascutney, VT
Budget Committee Meeting Minutes
Thursday, September 23, 2021 6:30 PM

Budget Advisory Committee Members Present:

Everett Bingham
Erika Culma
Chauncie Tillman
Nicole Gagnon
Barbara Thomas
Gail McKenzie, Town Accountant
Brandon Gulnick, Town Manager

1.) Call to Order by Town Manager, Brandon Gulnick at 6:31 pm

The Budget Advisory Committee started the meeting doing an introduction round table.

2.) Nomination for Chairperson

Barbara Thomas nominated Everett Bingham as Chairperson.

Nicole Gagnon – 2nd

No Discussion

Vote - unanimous

3.) Nominations for Vice-Chair

Chauncie Tillman made a motion to nominate Barbara Thomas as Vice-Chair.

Everett Bingham – 2nd

No Discussion

Vote – Unanimous

4.) Nominations for Clerk

Nicole Gagnon made a motion to nominate Chauncie Tillman as Clerk

Barbara Thomas – 2nd

No Discussion

Vote – unanimous

5.) Establish Regular Meeting Dates & Times

Nicole Gagnon made a motion to have the Budget Advisory Committee meetings on the 4th Wednesday of each month at 6:30 pm.

Everett Bingham – 2nd

No Discussion

Vote – unanimous

6.) Review Budget Committee purpose, town budget process and responsibilities.

Please refer to handout provided by Town Manager.

7.) Review FY22 Budget

Brandon Gulnick, Town Manager reviewed the FY22 budget with the committee. He explained the Town's Zero-Based Budget Accounting method.

The Budget Advisory Committee will be meeting with the Selectboard for an orientation on Monday, October 4th between 6:30 – 6:45 pm.

The Town has 3 funds:

- General
- Highway
- Solid Waste

After the full review of the budget, the committee decided to have Ray Stapleton from the Highway Department come to our next meeting to start reviewing the Highway Budget. The Budget Advisory Committee will review the current Highway budget in detail and have questions prepared for Ray.

8.) FY23 Budget – Plan of Action & Timeline

The budget has to be in the hands of the voters on January 25, 2022.

The Budget Advisory Committee agreed to have 2 meetings in October. The first one will be on Wednesday October 13, 2021 and the 2nd on Wednesday October 27, 2021. November and December meetings will be on the 4th Wednesday of the month.

Ray Stapleton will come to our meeting on October 13, 2021 to review the Highway Budget and answer any questions the committee has.

9.) Any Other Business

None.

10.) Adjourn

Barbara Thomas made a motion to adjourn at 8:16 pm

Nicole Gagnon– 2nd

No discussion

Vote - unanimous

Next Budget Advisory Committee Meeting is scheduled for Wednesday, October 13, 2021 at 6:30 pm at Martin Memorial Hall.

Respectfully,
Chauncie Tillman
Clerk