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**Revenue and Expenditure Task Force**  
**Wednesday, January 2, 2019 7:00PM**  
**Board of Selectmen Conference Room**

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**I. Call to Order**

Chair Vaill called the meeting to order at 7:00PM in the Board of Selectmen Conference Room. Present were Tim Vaill, Tom Hartwell, Kevin Connors, Dan Esdale, Paul MacKay, Joe Guilmartin, Melissa Danisch and Don Robb. Absent was Greg Eliassen. Also present were Liaison Ann Gilbert, Board of Selectmen, Eugenie Moffitt, Finance Committee, and Shannon Scully, School Committee along with Superintendent Sheldon Berman. Also present were Town Manager Flanagan, Patrick Lawlor, Management Analyst, and Donna Walsh, Finance Director.

Each member of the Task Force briefly introduced themselves and Mr. Esdale, not present at first meeting, gave a short bio of himself.

**II. Approval of Minutes – December 12, 2018**

Upon motion duly made by Mr. Robb and seconded by Ms. Danisch, it was unanimously voted to approve above minutes. Motion passed 8-0.

**III. Town Manager Presentation**

The Town Manager presented Part II of his overview of the long-range budget planning process along with the assumptions the plan is based upon and review of municipal financial terms in the five-year capital plan (see attached PowerPoint presentation.) Discussion ensued.

**IV. Initial Assessment of Key Assumptions**

*Revenue Items* – Ms. Danisch reviewed her team’s study of revenue items.

*Expenditures* – Mr. Hartwell reviewed his team’s study of expenditure items (see attached powerpoint presentation.)

*School budget* – Mr. Guilmartin reviewed his team’s study of the school budget.

Discussion of the above ensued, and Mr. Vaill noted that each sub-team would be delving even deeper into the above issues at upcoming meetings.

**Future Meetings**

Thursday, January 10, 5:00PM, Board of Selectmen Room

Wednesday, January 16, 7:00PM, School Committee Meeting Room

V. **Adjournment**

Upon motion duly made by Mr. Robb and seconded by Ms. Danisch, it was unanimously voted to adjourn. Motion passed 8-0. Meeting adjourned at 8:25PM.

Respectfully submitted,

Christine Martin Barraford  
Recording Clerk

*Attachments:*

Town Manager Presentation and Five-Year Capital Plan  
Mr. Hartwell's Presentation on Expenditure Items