

Rutland Town Select Board
Finance Committee Meeting
May 12 at 8:45AM
Center Rutland Fire Station

Present: Josh Terenzini and Mary Ashcroft

1. Review of Draft Credit Card Policy: Josh and Mary reviewed the policy Mary had drafted from the VLCT and Killington policies. They agreed to add head lister to those authorized to use the card, then agreed to recommend the draft to the full Select Board.
2. Five year planning: Each department head should have a handle on future expenditures—not just physical plant improvements or equipment replacement, but also staffing needs. We will ask at the next select board meeting to start bringing in 5 year plans for each department and committee. Joe has prepared a list of town properties. Things to remember as they don't necessarily fit into a committee or department: cemeteries other than Cheney Hill, the MS4 watershed expenditures, the Farrell Slip lane, sidewalks, relocation of Cop John Drive, the Center Rutland/West Rutland Growth study, town's webpage, projection equipment for Select Board room.
3. Town Attorney: Should we ask Kevin Brown to give us an update on a regular basis on his activities? Maybe he could call in on pending matters every two months.
4. Town Treasurer: We should plan on a year-end review with Donna Zeller after all figures are in. But do we also review where the town is financially before the end of the fiscal year? How often should we receive a report from her about on-going expenditures?
5. Proposed Budget Review Process:

July: Begin review of 5 year plans.

August: Meet with Donna Zeller after close of fiscal year to determine carryover in highway department and monies in capital improvement and equipment funds

September: Each department head to provide copies of proposed budget for coming fiscal year

September: Review highway department for coming FY

October: Each department and committee to identify all special line items or ballot items or proposed use of capital funds for coming FY

October: Review fire department budget for coming FY

November: Review recreation and transfer station budgets for coming FY

November: Review police department budget for coming FY

November: Review general budget for coming fiscal year.

There being no further business to discuss the meeting was adjourned at 9:55AM.

Respectfully submitted, Mary Ashcroft