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# Select Board Meeting Minutes 1/11/17

## Select Board Minutes of the all boards meeting of 1/11/17

**Meeting Opened at:** 4pm

**Select Board Members Present:** Kenn Basler, Chairperson, Steve Weisz and Carol Edelman

**Also in attendance:** Willie Morales, Terry Walker, Chief Backhaus, Roy Carwile, Mark Makuc, Maggie Leonard, Don Clawson, Jon Sylbert, John Makuc, Shawn Tryon, Ray Tryon, Stanley Ross, Robert Lazzarini, Maryellen Brown, Maggie Leonard, Jon Levin, Susan Cooper, Linda Thorpe, Mickey Jervas, Dennis Lynch

Willie introduced himself and provided everyone with an organizational chart (proposed by the DLS) as well as a list of his responsibilities as Town Administrator and how his role pertains to the service of the town.

Copies of the Open Meeting Law were provided to the Chair of each committee/board. Willie reminded everyone that any opinions expressed by a Board must be done with a quorum at a properly posted meeting and that official town documents should not be taken home.

Willie reviewed the upcoming budget process with everyone. Willie, the Treasurer and Accountant will all be meeting with each department/committee to discuss their budget requests which he will then compile and present to the Finance Committee and Select Board for discussion and approval. Everyone was provided a hard copy of their budgets but will also be sent a digital copy.

Jon requested that a budget schedule as well as policy and narrative be provided to all the departments with their budget request forms. There was much discussion on whether the memo with the budget request forms should state that requests should reflect no more than a 2.5% increase and if at all possible to level fund their budgets. In the end it was agreed that a general statement will be sent out with the electronic budget requests with the expectations for the requests.

**A motion was made and unanimously approved to adjourn the meeting at: 4:50pm**

Submitted by:

Melissa Noe, Administrative Assistant

Approved by:

Monterey Select Board

cc: Website ([www.montereyma.gov](http://www.montereyma.gov))

Select Board Members

Minutes Book

Town Clerk