

Town of Arundel
Budget Board
Minutes
July 22, 2014 at 6:00 PM
Mildred L. Day School Library
600 Limerick Road

Members in Attendance: Shawn Hayes, David Gonthier, John Bell, Paul Raymond, Michelle Moore

Other Attendees: Todd Shea, Town Manager, Simone Boissonneault, Town Clerk

Immediately before the Call to Order, all members in attendance were sworn in by Simone Boissonneault, Town Clerk.

I. Call to Order: Vice Chair Hayes called the meeting to order at 6:03 pm.

II. Approval of Agenda: Mr. Bell moved to approve the agenda. Mr. Gonthier seconded and the motion passed unanimously.

III. New Business:

A. Town Manager to distribute Charter language regarding Budget Board duties and procedures: The Town Manager distributed written copies of the eligibility requirements, composition and duties of the Budget Board, and then verbally reviewed the procedures normally followed by the Board. He specifically noted that any contact between Board members and Town personnel required an approval from the Town Manager, and gave the Board a brief introduction to the “Trio” software which the Town uses for accounting purposes,

B. Election of Chair: The Vice Chair asked for nominations for Chair of the Budget Board. Mr. Bell nominated Mr. Hayes. Mr. Gonthier seconded and Mr. Hayes was elected unanimously.

C. Election of Vice Chair: The Chair asked for nominations for the position of Vice Chair. Mr. Bell nominated Mr. Gonthier. Mr. Raymond seconded and Mr. Gonthier was elected unanimously.

D. Election of Secretary: The Chair asked for nominations for the position of Secretary. Mr. Bell nominated Ms. Moore, but the nomination was not seconded. Mr. Gonthier nominated Mr. Bell. Mr. Raymond seconded and Mr. Bell was elected unanimously.

E. Schedule next meeting: The next meeting was scheduled for Wednesday, October 22nd at 7:00 pm.

IV. Other Business and Adjournment:

- A. Public Business:** The Town Manager notified the Board that any public business conducted using a computer (e-mail) could potentially be used in a lawsuit under the Freedom of Information Act.

- B. Adjournment:** Mr. Bell moved to adjourn the meeting. Mr. Gonthier seconded, and the meeting was adjourned at 7:22 pm.

I hereby certify that the above is a true and accurate record of the Budget Board meeting of March 26th, 2014.

John Bell, Secretary