

Town of Epsom

Epsom, New Hampshire

Budget Committee

## 2011 Department Liaison Assignments

### Responsibilities of Budget Committee Liaisons

1. Contact and introduce yourself to department head. Exchange e-mail and telephone numbers.
2. Establish dates and times to meet. Defer to their work schedules and commitments. Contact should be made at least once a month.
3. Become thoroughly informed with your department's budget including all allocations and expenditures. Monthly status reports are produced for the Select Board by Nancy Wheeler based on each department's expenditures up to that point. These reports are available at the town office or at the monthly select board/department head meetings. Please contact Nancy Wheeler if you would like a copy.
4. Become familiar with your department's long range plan as described in the Epsom Capital Improvement Plan. This plan is available at the Town Office.
5. Become knowledgeable of revenues generated by your department and to what use those funds are applied.
6. Become an independent source of information to the Budget Committee to assist us in our work and decision making.

## Budget Committee Liaison Assignments for 2011-12

|  |                 |
|--|-----------------|
| BCEP Transfer/Recycling Center             | Carole Brown    |
| Cemetery Trustees                          | Dave Fiorentino |
| Conservation Commission                    | Joy Tyrrell     |
| Epsom Public School District               | Joy Tyrrell     |
| Fire Department/Emergency Medical Services | Bob Sawyer      |
| Emergency Management                       | Bob Sawyer      |
| Health Department                          | Dave Fiorentino |
| Highway Department                         | Bradley Keyes   |
| Parks Department/Swimming Lessons          | Ralph Weeks     |
| Planning Board                             | Gary Kitson     |
| Police Department                          | Virginia Drew   |
| Public Library                             | Joyce Heck      |
| Select Board                               | Don Harty       |
| Town Clerk/Tax Collector                   | Penny Graham    |
| Village Water District                     | Gary Kitson     |
| Welfare Office                             | Joyce Heck      |
| Zoning Compliance/Zoning Board of Appeal   | Ralph Weeks     |