

Town of Epsom

Epsom, New Hampshire

Budget Committee

### 2009 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.
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 scheduled for the first Monday of each month.
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 decision making.

## Liaison Assignments for 2009-10

BCEP Transfer/Recycling Center	Tammy Vaillancourt
Cemetery Trustees	Harvey Harkness
Conservation Commission	Michael Wiggett
Epsom Public School District	Michael Wiggett
Fire Department/Emergency Medical Services	Carole Brown
Emergency Management	Carole Brown
Health Department	Harvey Harkness
Highway Department	David Fiorentino
Parks Department/Swimming Lessons	Virginia Drew
Planning/Zoning Compliance	Bradley Keyes
Police Department	Carol McGuire
Public Library	Joyce Heck
Select Board	Joanne Randall
Town Clerk/Tax Collector	Marylou LaFleur Keane
Village Water District	Kevin Reeves
Welfare Office	Joyce Heck
Zoning Board of Appeal	Bradley Keyes

Revised March 24, 2009