SPECIAL SELECTBOARD MEETING
January 2, 2012

Present:	John Quinn	Nanette Rogers
	Bob Bancroft	Charlotte Vincent
	Ira Allen	

Guests: None

The meeting was called to order by Bob Bancroft, Chair at 3:00 p.m.

CAPITAL BUDGET
The Capital Budget reflects the Road Foreman's estimates and timing discussed at the last meeting. An inflation adjustment has been added to items for all departments for purchases occurring in future years. The $5,000 for vault expansion has been removed. There is $15,000 in the capital reserve fund and the remainder can be taken from the Municipal Records Reserve Fund. A brief discussion ensued with regard to purchasing the Spiller lot and building a town office building to address anticipated need for more space.

BUDGET
It was discovered that funds for the Machia Hill and Cambridge Road repaving projects were listed in two line items in the budget. Upon correcting this, the budget has been reduced by $95,000, resulting in an increase of approximately 5%. This is 9% less than what was estimated at the last meeting. The Board made a few more changes resulting in a proposed budget increase of approximately 7%.

The Board feels it is not necessary to present separate articles for budget items because they feel the items in the budget are needed. A discussion ensued with regard to the presentation for the upcoming informational budget meeting.

CHARTER INFORMATIONAL FLYER
Board members circulated their piece for the Charter informational flyer to be mailed in January. The Board would like to mail the flyer the week of January 9th.

ADJOURN
The meeting adjourned at 6:10 p.m.

Respectfully Submitted,

Robert L. Bancroft, Chair
Westford Selectboard

Nanette Rogers
Town Clerk