

Budget Committee
September 27th 2017
7:00PM
Town Office/Police Station Conference Room
Approved: October 4th, 2017

Budget Committee Members: Judy Brotman, Chair, Susan J. MacKenzie, Erik Colberg, Greg Lange, Richard Jones, Charles Ragan, Cybele Merrick, Scott May, Elizabeth Glenshaw and Eric Furstenberg.
Absent: Wilkes McClave.

Select Board member Bradford Keith. Administrative Assistant Dina Cutting.

Town department representatives: Police Chief Shaun O’Keefe, Town Clerk Patricia Jenks, Tax Collector Barbara Woodard, Cemetery Trustees Laurie Wadsworth and Jay Cary.

The meeting was called to order at 7:00 PM by Chair Brotman.

1. The minutes for the following meetings were reviewed:
 - Jones moved to approve the minutes of September 20th, 2017. Seconded by Ragan. Voted unanimously in favor.
2. Brotman reviewed the schedule of budget presentations on the Agenda, and reminded the committee members that the October 4th meeting will be working on recommendations for the upcoming Town budget.
3. Police:
 - a. O’Keefe reviewed the following topics-
 - New radar system for car #1 for 2018 (\$2,200-\$2,300)
 - Communications-
Reviewed the police radio and how it works with Hanover dispatch. The new Fire transmitter will not work for expanded service coverage for Police or Highway.
 - Several expense items in the 2017 budget.
 - The need for specialized tactical safety gear, required for active shooter-type situations (\$3,000-\$4,000 total cost). Possibly can be purchased in the present budget year if funds remain available.
 - Briefly discussed the Capital Reserve Fund and replacement of the Police vehicle. The current 6-year replacement schedule is too long.
 - b. Wish list:
 - Salary compensation. The current wages are not in line with competing communities. Would like to see a Step plus COLA increase for our full-time officer; and a 5% increase for the Chief.
 - Overtime hours – O’Keefe is okay with reduced OT hours, as generally these are taken as comp time, not pay. After hours coverage is only paid if there are actual call-outs.
 - Would like to see more recognition of the amount and type of work the chief and officer do for the community, which goes well beyond the visibility of traffic stops, including arrests, reports, court appearances and jail transports.
4. Town Clerk:
 - a. Jenks reviewed 2018 proposed budget for the Town Clerk.

- A new printer/scanner/copier is in the 2018 budget request. This is something the office has need for some time now. (\$700.00 estimate)
 - Jenks is investigating electronic counting devices for election ballot counting - being considered at the request of the Select Board.
 - Vitals were done in 2017 - none are proposed for the upcoming year.
- b. Wish list:
- c. Because of the amount of work that goes into the Town Clerk job it is important to begin now to find someone to train for this position in the years to come. Jenks recommended the board consider the possibility of combining the positions of the Town Clerk and Tax Collector. By offering more hours, this will make the job more desirable to more people.
5. Tax Collector:
- a. Woodard reviewed the 2018 proposed budget.
- b. Being new to the position, she had no immediate “wish list” items to present.
6. Cemetery Trustees:
- a. Jay Cary reviewed the current budget status and the proposed 2018 budget with the Board.
- The Trustees will be completing a tree removal job in 2017. The funds will come from the perpetual care line and additional funds, if needed, will come from one of the Funds they are authorized to expend.
7. Administrative Assistant:
- a. Cutting reviewed various line items within the listed departments. Cutting noted she had not yet met with the Select Board to discuss all the funding items.
- Executive: part-time office worker at 30 hours per week.
 - Revaluation: Assessor Todd Haywood contracted amount was reviewed. Some additional expenses will be requested for re-coding to the Vision software. Expense for the updating of Vision software (\$20,000 estimate), funding to be requested from the Capital Reserve Fund. Lyme will be investigating other options for assessing software.
 - General Government: Reviewed the maintenance position (22 hours) and the Transfer Station Supervisor position (18 hours) - when combined in one individual, benefits will be required.
 - Insurance: too early for any numbers.
 - Ambulance: 2% increase is estimated
 - Recreation:
 - Reviewed the Pond Program Coordinator. The Select Board will be reviewing this position at a later date.
 - The sense of the Recreation Commission at its last meeting was to make sure swimming lessons are offered in the 2018 year.
 - The Recreation Commission supported working with the Select Board to make the beach a safe place for all.
 - Equipment, life guard wages, Beach Supervisor and Recreation Director lines were increased in the 2018 proposed budget.
- b. Wish list:
- a. A laptop for office use

- b. Phone system with conference call ability.
 - c. Automatic vault system (\$15,000-\$18,000) The new vault area is not set up efficiently and is not working well for the various Town offices.
 - d. A Highway radio in the Town office.
8. The Budget committee thanked the departments for coming and sharing this valuable information with them.
9. At 8:50 PM Ms. Glenshaw moved to adjourn. Seconded by Mr. Lange. Voted unanimously in favor.

Sincerely,

Dina Cutting