

Town of Lyme
Budget Committee
November 5, 2025
In person and Zoom
Public Meeting
Approved: November 12th, 2025

Present for all or part of the meeting:

Budget Committee Members: Richard Jones, Select Board rep. Judy Brotman, Phil Kinsler, Rich Brown, Bill Malcolm, Jennifer Boylston, Brian Spence, Stacey Summerfield, School rep. Kristin Roth

Administrator: Dina Cutting, Select Board/Assessing Clerk Jordan Gray

Town Staff: Town Clerk Emily Shepard

Community members:

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

1. Mr. Brown moved to approve the minutes of the public meeting on October 29th, 2025. Seconded by Mr. Malcolm. Correction of the minutes include stating that Nora Gould is not the parish nurse, rather she was speaking for parish nurse program. The motion was voted 8 in favor.
2. Ms. Shepard presented the Town Clerk proposed budget.
 - The Town Clerk's budget is relatively the same as last years' approved budget. Significant changes include increase in supplies, increase in postage, and will need a new copier. The DMV has upgraded their computer program, so the Town Clerk must purchase the upgraded computer software. A new law was passed and will be in affect this year election, so the programing of the tablet will need to added to the budget as well.
 - At the moment Ms. Shepard does not have an assistant/deputy clerk. Ms. Shepard is hoping to hire a deputy clerk to work 15 - 16 hours a week. This position will be in conjunction with the Select Board office additional clerk (20 hours) (making it a full-time position).
 - Discussion on combining Town Clerk and Tax Collector position. Suggestion to start the conversation early and get input from the public.
3. Mrs. Cutting presented the Executive, Revaluation, Legal, Personal Administration, General Government Buildings, Insurance, Advertising and Regional Association and Patriotic proposed budget.
 - Increases include postage and supplies due to rates increasing. A new website platform will need to be purchased, as the web company is doing away with the program we use and significantly increasing in price. The telephone has increased, and Mrs. Cutting is researching other options.
 - The Utility Appraiser has increased by \$1,000.00.
 - Legal has increased, due to the amount of legal court cases (7) we have this year.

- Property liability insurance has increased significantly, due to general insurance costs increasing and the amount of equipment the Town has.
 - Ambulance has not finalized their increase because they have a different budget cycle, but advised us to plan on a 5% increase.
 - Park and Recreation has generally stayed the same. There has been an increase in electricity and supplies for the lifeguards.
4. At 7:53PM Ms. Roth moved to adjourn. Seconded by Mr. Brown. Voted unanimously in favor.

Respectfully submitted,
Jordan Gray