
Finance Committee Minutes 1/3/18

Finance Committee
Meeting 1/3/2018

TAX COLLECTOR

Summary

- ~~~ * Agree with Select Board's recommended budget levels
- ~~~ *Recommend that Tax Collector be furnished with monthly P/L summaries
- ~~~ *Recommend that Qtrly. meeting with a Finance Committee member be scheduled with Tax Collector

Cemetery Maintenance and Soldiure"s Graves

Summary

- ~~~ * Agree with Select Board's recommended budget levels
- ~~~ *Recommend that Budget Manager be furnished with monthly P/L summaries
- ~~~ *Recommend that Qtrly. meeting with a Finance Committee member be scheduled with Department Manager

~~~ \*A request was made for a \$1k increase in budget. This should be considered when the maintainence contract is renewed

## Tree Warden

### Summary

- ~~~ \* Agree with Select Board's recommended budget levels
- ~~~ \*Recommend that Budget Manager be furnished with monthly P/L summaries
- ~~~ \*Recommend that Qtrly. meeting with a Finance Committee member be scheduled with Department Manager

### Comments

- ~~~ \* it is not clear what the success criteria for this effort!!

## Building Inspector

### Summary

- ~~~ \* Agree with Select Board's recommended budget levels
- ~~~ \*Recommend that Budget Manager be furnished with monthly P/L summaries
- ~~~ \*Recommend that Qtrly. meeting with a Finance Committee member be scheduled with Department Manager

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## PARKS

### SUMMARY

- Agree with Select Board's Recommended Budget Levels
- Recommend that Commission head be furnished with monthly P&L summaries
- Recommend that there be a quarterly review by a member of the Finance Committee with the Commission head of the Parks' budgets.
- Recommend that all Commission payments be made through the proper payments process and that there be no personal payments made to be reimbursed.

## TOWN CLERK

### SUMMARY

- Agree with Select Board's Recommended Budget Levels
- Check to confirm that the Clerk's salary is not less than the budgeted level
- Recommend that the Town Clerk be furnished with Monthly P&L summaries
- Recommend that there be a quarterly review by a member of the Finance Committee with the Town Clerk of the Budget status.

## COUNCIL ON AGING

### SUMMARY

- Agree with the Select Board's Recommended Budget Levels.
- Review with the Town Accountant whether or not to expense the Elderly Transportation cost (\$4845) against the State's annual \$5000 grant.
- Recognize that the Town has 367 residents (about 1/3 of the total population) are over 60 years of age.
- With such a large number of aging residents, it might be helpful to find more volunteers and/or Council members to be able to address the interests of this growing population group.

## GRANTS

### SUMMARY

- FY 2017 BUDGET = \$18000      ACTUAL 2017      = \$7464
- FY 2018 BUDGET = \$15660      ACTUAL 2018      = \$2204
- FY 2019 BUDGET = \$10000      TOTALS              = \$9668
- EARNED GRANTS      = \$27,500

### MISSED GRANTS:

- CURTIS ROAD                      = \$1,000,000
- CULVERTS                          = \$ 150,000
- OLD STONE DAM                  = \$ 100,000

### GRANTS APPLICATION PLANS:

- CURTIS ROAD                      = \$1,000,000\*
- FEMA - BRUSH TRUCK              = \$ 800,000
- FIRE DEPT EQUIPMENT              = \$ 75,000
- TECHNICAL GRANT                  = \$ 200,000
- COMPLETE STREETS                  = \$ 400,000
- SUBTOTAL                          = \$2,625,000

\*A QUESTIONABLE EFFORT IF TOWN IS PLANNING 10 TO 15 YEAR FIX

### GRANT WRITER DOLLAR ALLOCATIONS

- \$7000 (@\$25/HR = 280 HOURS)\*\*
- \$3000 (@\$25/HR = 120 HOURS)

\*\* TOWN CLERK ALLOWED TO WORK ON GRANTS FOR 3 ½ HOURS PER WEEK BASED UPON PENSION PROVISIONS. 280 HOURS DIVIDED BY 3 ½ HOURS YEARS 80 WEEKS???

## FINDINGS:

- EARNED GRANTS ALMOST 3 TO 1 BENEFIT VS. COSTS
- WHY REDUCE BUDGET WITH THIS KIND OF BENEFIT?
- VS. SIGNIFICANT LIST OF OTHER GRANT OPPORTUNITIES
- GRANT WRITER BUDGET ALLOCATION DOES NOT COMPUTE
- CAN MORE PROJECTS BE SOURCED?

The Finance Committee reviewed 4 budgets, here is a summary of our minutes.

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### **FIRE Department and Public Works~& Facilities**

The Finance Committee met with the Shawn On Monday Dec. 4, 2017@ 6:45PM. @Town Hall.

Shawn answered questions as he described functions, personnel and budget. Everything was explained in a way that was easy to understand. Shawn spent the time to explain the tradeoffs concerning road maintenance for hard top and dirt roads. A major portion of his expenditure is for this and plowing. We were impressed by his knowledge and the details/tradeoffs concerning his budget and operations.

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The Finance Committee does not recommend any changes in the Public Works and Facilities budget.

~We also discussed the Fire Department Budget. The 3 items were easily understood. A lot of discussion centered on Fire Dept. Calls with no solution to having fewer Fire Dept.~~volunteers show up.

The Finance Committee does not recommend any changes in the Fire Department budget.

The Finance Committee met with the Police Chief On Monday Dec. 4, 2017@ 5:30PM. @Town Hall.

Gareth answered questions as he described functions, personnel and budget. Everything was explained in a way that was easy to understand.

We asked about a common IT person for the Town. Gareth said that since the s/w he uses is not the same as other departments, it was highly unlikely that any savings could be had. He may need to hire a IT consultant. The Finance Committee does not recommend any changes in the budget..

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The Finance Committee met with the Board of Assessors On Sat. Dec. 2, 2017@9am@ Town Hall. Present were Don, Stan and Bob. The budget was presented and is clearly tied to on going operations and new requirements of the State. There was a request for discussion in reference the software costs- understood and agreed.

~The Fin. Comm. proposed that the stipends for the assessor committee board members be reduced to~\$1.5k for 3 elected members or \$4.5k total. The Finance Committee also voted to create a budget line item -Assessor's Temporary Employee @ \$7.5k.

There was a discussion about contracting for an IT person for the Town. No action was taken.

A lengthy and heated discussion was undertaken to create a plan for when Don retires (2-5 years). Don & Stan agreed that hiring Mayflower would make sense. There was no agreement on whether an Assessors office should be staffed..

The Elected Assessors now \$4.5k: was \$15k;~a reduction of \$10.5k. New line item: Assessors Temporary employee \$7.5k