

Finance Committee Minutes

January 25th 2018

The minutes for January 11th were distributed at 6:35PM. Present were Mrs. Walker, Mr. Pshenishny, Mr. Miller, Mrs. Fracasso, Mr. Klein, Mr. Carson and Mrs. Spaulding. Guests included Mrs. Pshenishny, Mrs. White and Mrs. Shalaby.

The minutes were accepted as read. Mrs. Walker 1st, Mrs. Fracasso 2nd passed unanimously.

The review of the budgets began. Mr. Klein stated that he saw no evidence that the presented budgets had been reviewed by Ms. Enoch the town manager. Mr. Carson said that he had talked with her and she had looked at the budgets and not seen anything unusual in the amounts requested, and the budgets that were level funded were usually accepted. Mr. Klein stated that the town manager should review the budgets initial them and they should come with proof upon which the figures were based. Those submitting the budgets should begin their estimates with a zero balance working up from there being able to justify their requests.

Mr. Klein took as an example the Fire Department clerical budget of \$1700 (level funded). Mrs. Spaulding stated that she understood that the clerk was paid a flat fee and did all the paper work, the minutes of the meetings, the lists of those who attended meetings and fires (since the stipend depended upon attendance), the lists of those who went for training etc. and all the paperwork that went with the Fire Department. Mr. Klein stated that more details were needed to justify the \$1700. Mrs. Walker stated that the Finance Committee is charged to present a carefully constructed accurate budget to the town. Mr. Carson stated that Ms. Enoch could probably answer some of the questions regarding many of the budgets. Although in the past the department heads have come before the Committee to answer questions. Mr. Klein stated that the Town Manager should be responsible for reviewing the budgets and be able to answer any questions regarding them. Mrs. Walker added that the selectmen should review the budgets prior to the Finance Committee. Mrs. Walker also added that the selectmen should establish the COLA's for the employees (her research revealed that most COLA's of companies this year were expected to be between 1.5-2%). Some of the town's budgets include employee's pay and establishing the COLA's would allow these budgets to be reviewed.

Mrs. Shalaby suggested that the Finance Committee should concentrate on establishing the differentiation between a "stipend" and a "job". She added that she like to see the whole budget and thus get a picture of what the town was facing. She suggested that the Finance

Committee and the Board of Selectmen have a joint meeting to discuss the larger budgets i.e. highway, fire, police and library.

The following budgets were passed:-

Website [10116.00] (\$2825) now requesting {\$2500} Mr. Klein 1st, Mrs. Fracasso 2nd passed unanimously. Mrs. Walker added that the website could stand some improving!

Tax Collector's Expenses [10147.99] (\$6080) now requesting {\$6255}. Postage has increased and the cost of bills has increased! Mrs. Spaulding 1st, Mr. Pshenishny 2nd passed unanimously.

Street Listings [10163.00] (\$800) level funded {\$800} Mr. Miller 1st, Mrs. Fracasso 2nd passed unanimously.

Household Hazardous Waste [70439.00] (\$ 1200) level funded {\$1200} Mrs. Walker 1st, Mrs. Spaulding 2nd passed unanimously.

The following budgets were put on HOLD:-

Board of Health [70510.01] reviewing the itemization, the amount scheduled for mileage would mean that the amount listed would pay for more than 2000 miles! Mr. Carson will explore this.

Assistant's Treasurer's Salary [10147.25] Mr. Klein wants further justification for this position.

Town Clerk's Expenses [10161.25] \$2,188) now requesting {\$2,200} Mr. Klein wants explanation of these proposed charges.

Town's Preservation Records [10161.02] (\$400) now requesting {\$500} , why are they being preserved? What are they? What is the scope of the presentation? How much has been done? How much more is needed?

Election Expenses [10162.00] questions about itemization.

Mrs. Walker volunteered to meet with the Town Clerk and get the needed information.

The two Veterans Budgets, **Veteran's Benefits** [90918.00] and **Veterans' Services** [6025] were questioned, and again Mrs. Walker volunteered to do some research on these two accounts.

Mrs. Pshenishny, the Assessor Chair, brought in the figures for FY19 spending. \$4,979,459.00 DOR certified 2018 levy limit; \$119,936.00 is the 2 ½ % increase; \$25,000 estimated new growth. The result will be \$4, 942,395.00 FY19 levy limit.

Mrs. Walker reported that the Free Cash has been certified at \$290,450 (this is in line with the state's recommendation of 5% of the levy limit). However the Reserve Fund needs to be

increased. Town policies dated December 15th 2015 state ***"Each year's budget will include an amount for an Annual Reserve Fund that will be, at minimum, equal to one percent (1%) of the budget."***

The next meeting of the Finance Committee will be held at 4:00PM on Thursday February 1st (this time will allow those who wish to attend the SBRSD Finance Committee Meeting at 6:00PM so to do.)

The agenda for the next meeting will be:

1. Review the minutes from January 25th.
2. Continue reviewing budgets.
3. Report on Free Cash.
4. Mrs. Walker will report on the questions about the Town Clerk's budgets, and the Veterans' budgets.
5. Mr. Carson will report on his findings about the Board of Health budget.

Respectfully submitted,

Prudence Spaulding Secretary.