

Present: BUDGET COMMITTEE MEMBERS -Robert Fisher, Rebecca Davis, Edward Strong, Donna Murphy, Rosanne Adams, Phil Lytle

BOARD OF SELECTMEN – Dutch Dunkleberger, Steven Beckert, Grant Hirst, Jack Murphy, Michael Moynahan

Also present: 2 member of the public

Meeting opened at 5: 30 PM.

Purpose of the meeting was to discuss the Administrative Budget. In the absence of the Administrative Assistant who has retired, Dutch Dunkleberger presented the spread sheet. Because it was not completed, due to unforeseen circumstances he went over the line items, explaining the consolidation of certain lines and other changes that have been made to bring the data into compliance with the recommendations of the auditing firm. Any questions arising from our meeting he will get the answers and make response to our chair. He explained that previously the town had been using a combination of “net” and “gross” budgeting. The treasurer is updating to now go to “Gross” budgeting, which was the recommendation of the auditors. This will require appropriating monies from the Undesignated Fund to “payback” department budgets. Any reimbursements coming into the town would then be placed in the Undesignated Fund. Dutch and the treasurer will work on a list of just what items might be paid by the Undesignated Fund this coming year. He will have the corrected and completed spreadsheet done by next Mon./Tues. to send to the Budget Committee and BOS through the chairs.

Salaries contain a 3% increase (does not apply to those salaried). This is a buffer to help approximate monies that will be needed pending the outcome of union negotiations.

The Fringe Benefit line reflects current benefits and current costs.

03-02 Employee Expenses : Town has new people who will need training

05-10 Increased because of more work needed

05-15 Reports : There has been an increase in printing costs

05-20 Prices for copies of deeds, etc. have gone up. They are now \$19/copy

05-25 Printing of Ordinances :

05-30 Equipment, Service, Contracts : This line (and 25-10) has been combined now with 25-30 and is reflected there

05-35 Feel this is necessary as we move forward with changes in administration, regionalization prospects, etc

75 – Bank Service Fees : this is a new item listing to record it correctly

10-2 Legal : union negotiations, ordinance changes. This is the “working” legal to cover needs throughout the year. The legal “reserve” is only in the event that more is needed.

10-11 Licenses : Largest portion is the MMA fee

10-3 Storage Rental : this item is now included in “Records Preservation”

10-6 is now located in the Police Department Budget as 10-35

10-08 Pagers : has been taken out

10-09 Portable Toilets/Dumpsters has been taken out

25-05 has been put with 25-20 Building Maintenance

25-30 amount has been lowered to \$2500 because the cost for a new telephone switch (\$6200) will be put into the CIP and monies for this used from that account

25-75 Grant is looking at these fees and see if some of these could perhaps be consolidated and lower costs

Worker's Comp : amount is higher because there has been a 23% increase over last year's bill as the result of a 4% rate increase. This is due to a year of having several worker's comp. claims which caused the rate to go up.

Reserve accounts were discussed. Sick Leave Reserve is there for employees and when they retire they will also get a portion of this. Policy states they can have sick leave "IF the funds are available".

Next Meeting: January 14, 2014 at 6:30pm.

Meeting adjourned at 6:55 PM

Respectfully Submitted by



Rosanne Adams, Recording Sec.

Date Approved: 1-14-14