

BUDGET COMMITTEE MEETING MINUTES  
THURSDAY, MARCH 15, 2017  
6:30-8:30 P.M. Town Office Meeting Room

Attendees:

Budget Committee: Andy Walsh, Bill Whitten, Kevin Desmond, Pam Ames

Absent: Grace Lovell, Sandy Falsey, Paul Metevier

Town Manager: Rosemary Roy

Meeting was called to order at 6:30 p.m.

The Budget Committee discussed the importance of adding a part-time Administrative Assistant to report to Rosemary, so she can be freed up to work on management-level activities and delegate skilled administrative work to this new position. On the other hand, the Budget Committee never received any information from the Select Board as to why they took the initiative to add a full-time Heavy Equipment Operator/Laborer to the Public Works Department.

Therefore, Bill made a **motion**, seconded by Pam, to:

-remove Heavy Equipment Operator/Laborer position from **Town Meeting Warrant Article 10: Public Works Department (deleting \$31,200 in Wages)** and add back in the part-time Administrative Assistant, as originally requested by Rosemary Roy, to **Article 7: Municipal Administration (adding \$22,464 in Wages)**. Along with these changes, amend **Article 12: Fixed Expenses / Employee Benefits** to **delete (\$11,859.48)** for the extra PWD position being removed and **add \$1,861.30** for the additional administrative position being re-added. Net result is a reduction of \$9,998.18 in Fixed Expenses.

**Vote: 4-0**

Pam then explained her research into what the Employee Wage and Benefit spreadsheet reflected and what reasonable wage increases looked like, concluding that the \$35,000 pool for Additional Wage & Benefit Increases was far too high. Everyone's intention is to give the town employees a fair raise so that, in addition to merit, it also covers the increased costs of health and dental insurance.

Therefore, Pam made a **motion**, seconded by Bill, to:

-reduce Town Meeting Warrant Article 12: Fixed Expenses / Employee Benefits / 5705 Employee Wage Benefits line by \$21,000 (to \$14,000).

Rosemary asked if that included enough money to cover the impact on ICMA and FICA, because as wages rise, so do these two numbers. Pam replied no, she did not factor this in.

Andy then amended the motion, seconded by Bill, to:

-adjust **Town Meeting Warrant Article 12: Fixed Expenses / Employee Benefits / 5705 Employee Wage Benefits** amount **not to exceed \$18,000** (i.e. reducing by \$17,000).

**Vote: 4-0**

**Revenues:**

Pam suggested increasing the BMV Excise Tax line by \$20,000 to total \$850,000, which was discussed. No formal action was taken.

Follow up items:

Rosemary will confirm with PWD Director about the impact on the crack-sealing budget by removing the new laborer position.

Upcoming meetings:

March 17, Friday, 7 a.m. at Town Office to discuss and vote on Article 18, because we lost our quorum and needed to adjourn.

Meeting adjourned at 8:50 p.m.

Respectfully submitted,  
Pamela Ames  
Secretary