

Special Board of Finance Budget Meeting
6:00 p.m., Wednesday, February 24, 2016
2nd Floor Conference Room, Town Hall

Minutes-REVISED

1. Call to order

Lorraine Coe called the meeting to order at 6:00 p.m.

In attendance: Lorraine Coe, Rosemarie Naples, Laurie Tuttle, Martin Anderson, Chuck Stengel

Absent: Molly Nolan

Others in attendance: Maryjane Malavasi, Dick Eriksen, Geoff Colegrove, Alicia Fonash-Willett, Dom DelVecchio, Tom McNamara, Trish Connelly Tomlinson, Dave Turley, Martin French

2. 2016-2017 Budget Workshop/Hearings

#2000-Inland Wetlands Commission

Dick Eriksen and Geoff Colegrove were present to discuss budget. D. Eriksen explained that legal notices vary per year and due to the lack of applications, agreed that the line could be reduced. He stated that the consultant line is used to hire a soil scientist to examine property or to review an application and most applicants incur these charges. However, there are times when the town is involved in litigation. He acknowledged that the line could be reduced and in the event that the commission needed the funds the commission would advise Maryjane Malavasi.

#1565-Information Technology

Alicia Fonash-Willett was present to review. She noted an increase in #204 consultant's I for Block Time Agreement due to increased demand. New; annual maintenance for Microsoft Office 365; she is requesting \$1,626 for 3 months; there is funding in fy15-16 until April 2016. #232 Tax Software; small contractual increase. #236 Website Maintenance; increase due to new DDoS migration services \$400. New; Apple Volume Purchase Plan \$200; allows for the purchase, distribution, and management of apps in bulk. New Wireless; if capital items for upgrades from the current residential grade to enterprise grade are approved for the fire house, public works, and town hall this line would represent yearly recurring charges for access points, warranty and software upgrades.

#1566-Computer Equipment

Alicia Fonash-Willett was present to review. Increase in line #161 computer equipment for the purchase of a surface pro and docking station for the finance department that will replace her current antiquated laptop and desktop computer. Two iPads or surface pros for the Fire Marshal office that were previously requested and pushed out. She stated that she would like to keep the fire marshal office on a four year rotation schedule to keep all equipment on the same rotation schedule; this will allow her to utilize the older equipment in aiding the public works department to use technology to make their jobs more efficient.

#7500-DMIAAB

Dom DelVecchio was present to review. There was discussion regarding prior year budget history to the current year request and how D. DelVecchio could restructure some of the budget line items to be more accurate.

#5002/5003/5004/5005-Library

Trish Connelly Tomlinson and Dave Turley were present. T. Connelly noted that there was a slight increase in the yearly fees set by LION and downloadable audio books and eBooks to meet demand. Books and media budget request is up due to increased subscription costs and the request of a 2% line increase due to current demand plus increase materials cost. It was noted that M. Malavasi and Dick McManus are using the Library building assessment list of maintenance tasks to budget costs into capital improvement and reserve funds. T. Connelly also noted that she is waiting for the official report from an OSHA inspection in reference to mold found in the library basement.

#1020-Office of the Tax Collector

Martin French clarified yearly dues and meetings that both he and the assistant tax collector attend. He also talked about the cost for 750 inserts that are sent out with the tax billings being a beneficial tool to residents but agreed to defray the cost in the fy16-17 budget and put the information on the website and make a notation of such on the tax bill.

#1021-Tax Collector Salary

Martin French presented his departmental salary budget with a 2% cost of living increase and provided justification for the request.

M. Malavasi informed the Board that the farmers market is having a hard time trying to fill the volunteer position of Market Master and is requesting the allocation of \$900 for a paid position in fy16-17. Approval of the position was the general consensus amongst Board members.

MOTION BY MARTIN ANDERSON, SECONDED BY ROSEMARIE NAPLES, TO GO INTO EXECUTIVE SESSION TO DISCUSS FY16-17 SALARIES. ALL AYE

MOTION BY MARTIN ANDERSON, SECONDED BY ROSEMARIE NAPLES, TO ADJOURN EXECUTIVE SESSION AT 9:50 P.M. ALL AYE

3. Adjournment

Meeting adjourned at 9:50 p.m.

Respectfully submitted,

Beth Moncata