

Finance Committee Meeting

Wednesday May 5, 2021

Called to order by Chairman Joe Freitas at 6:00 pm.

Committee Members in Attendance

Per Covid – 19 verbal roll call of attendance:

Chairman Joe Freitas, Michele Hamilton, Melinda Paine-Dupont. Matthew Chabot, Nancy Gajoli, Tabitha McCrohan.

Motion was made and seconded to accept the minutes of April 13, 2021 with one minor error. Verbal roll call for approval and the committee unanimously voted to approve the minutes with corrections. Nancy Gajoli sustained, was not in attendance for April 13, 2021 meeting.

Motion was made and seconded to accept the minutes of April 27, 2021 as written. Verbal roll call for approval and the committee unanimously voted to approve the minutes as written.

The purpose of this meeting is for the presentation of Town Municipal Budgets under the guidance of the Board of Selectman.

The Town Administrator Heather Martin-Sterling will present the budget via a Zoom meeting as requested. This Zoom meeting was not open to the public, strictly set up for presentation.

Starting with **Reserve funds**, Level funded.

Moderator, level funded, we need to transfer to other charges to cover additional cost brought on by the Covid pandemic for this year.

Select Board (selectmen) an increase in salaries of \$1, 501.00. From \$9650.00 increased to \$11,151.00. (\$ Annual salary 309.75 per selectman a month).

Town Account, a 2% contractual increase including Longevity in payroll. A reduction in the Travel/training line by \$100.00.

Assessors, a 2% contractual increase in Town Assessors line. A part time clerical position added at 18.00 an hour for 10 hours a week. Total annual salary of 9360.00. The reduction in the Clerical Line reduces the whole account by \$590.00.

Other than the contractual requirement of 2% increase the following accounts were level funded:

Town Treasurer; Town Collector; Town Clerk; Planning Board; Town Buildings; Forestry; Veterans Graves; Cemetery; Health Department; Council on Aging; Veterans Department; Historical Commission; Elections and Registration.

Town Counsel, decrease of \$10,000.00 from 50,000 to 40,000. Request from the Chairman Joe Freitas to reach out to the Town Administrator for ending balance from previous year, current balance and what we have left in litigation.

Data Processing, increase of \$1,000.00 in the IMC-CJS Software Line; the remaining line items on the account were level funded.

Public Safety Building, increase of 2% for TMLP services line, R & M Building and Grounds and the addition of a Plymo Vent. Plymo Vent is questionable at this time, needs additional research. The Plymo Vent will add an additional \$6,000.00 to this account.

The following accounts dealing with pensions, workers compensation, unemployment compensation, health and liability insurance are all accounts that are adjustable and adapt to different circumstances and the town has little control on these expenditures.

Police Department, increase of 2% for contractual obligations, increases for clothing allowance, R & M Vehicles and new line item AED-Narcan at \$6,100.00.

It was brought to our attention that the State will no longer recognize part time officers. This was to go into effect on July 1, 2021 but has been extended to December 31, 2021 and will have an impact the police department contracts.

Another impact on the financial area of the police department is the back filling. This is a situation where we have to take a full time police officer to cover another full time police officer position. (Example, when we might send one officer out for training).

Another impact on the financial are of the police department is the requirement by state mandate of bod cameras that each officer will have to wear at all times during their shift. At this time, no information from the state if funding for the cameras and their expense is going to be provided.

A discussion regarding the cleaning supplies cost was question. The high cost is due to the cleaning of the cells. Also training and testing line items were discussed and from what we understand, this includes the cost of a mobile trailer utilized for training.

Some other topics of discussion included the cost of Narcan at \$6,100.00. The life span of Narcan is only a year, thus any not used need to be destroyed and new purchased on a yearly basis.

In addition, the police department is looking for a truck instead of an SUV, this vehicle will tow the Harbor Master boat and be used to patrol the town at a cost of \$66,551.00.

Fire Department, a 2% increase per contractual obligations. R & M Building and Grounds is questionable because of two other accounts within the town have the same line item. It is possible that this line item may have to do with station 2.

Also, additional equipment of \$9,000.00 was discussed and this cost will purchase 3 firemen turnout gear that is good for 10 years.

Emergency Medical Services, a 2% increase per contractual obligations. They are requesting an additional person for a full time position and if this is not approved, expenses will be reduced. Overtime can only be used by full time personal.

Communication Department, the account is level funded, with the exception of a new line item of \$2,000.00 for part-time sick and overtime.

Animal Control/Dog Officer, 2% increase per contractual increase. Remaining line items level funded. There is a request for a Stipend of \$2,600.00 for additional help. Mostly to cover weekends and or vacations.

A request from Chairman Joe Freitas requested further information for the following accounts.

- To the Fire Department, a report related to station 2. What work has been completed and does this include R & M Building and Grounds line item.
- Library, regarding the State funds. Year ending balance, current balance and what can the State Funds be applied to.

After discussion regarding the accounts, with changes, the preliminary balance Finance committee is looking at is \$20,625,522.

Chairman Joe Freitas called for a motion to approve the preliminary balance of \$20,625,522.00. A motion was made and seconded. A roll call vote was done, each member recorded yes to approve the preliminary budget number of \$20,625,522.00.

It was decided to have two meetings the week of the 10th. First meeting, Tuesday May 11, 2021 to approve the finalize the budget. Second meeting, Wednesday May 12, 2021 to hopefully be able present the finalized budget to the selectmen for approval.

Chairman Joe Freitas requested a motion to adjourn. A motion was made and seconded. A roll call vote was done and the committee unanimously approved the adjournment of 10:02 pm.

 5.11.2021

Michael Hamilton 5.11.2021

Robert MacArthur 5.11.2021



05-11-2021