



Selectmen Meeting 1/2/2018

Approved Budget Meeting Minutes

Present: Selectmen Louise Lavoie, Charles Moser; Kathy Wile, Brenda Wiley, Cathy Schwenk, Jacob Olson, Bob Bergeron.

Called to Order: The meeting was called to order by Louise at 7:03 PM.

New Business: Budgets for the following departments were discussed:

6001 –Elections

Cathy Schwenk presented her budget summary, as well as a request for selectmen to consider holding the 2018 Town Meeting at Town Hall as part of the Town's 250th celebration. Concerns about capacity and temperature were voiced, and decision made to speak with both the third selectman and the buildings supervisor before making a decision.

6001-01 Moderator request for an increase of 25%, putting fee at \$200/event. Four election events scheduled for 2018 puts this line at \$800.

6001-22 Asst Moderator to be appointed by Moderator Cathy Schwenk, stipend increase of 10% requested, times 4 events, puts this line to \$480.

6001-02 Supplies same as last year, \$300

6001-27 Supervisors of the Checklist same as last year, \$1530

6001-26 Workshops and Mileage missed the big workshop this past year, but would increase line to \$250 to fully cover increased registration costs, mileage incurred as well. Total new amount would be \$250, increase of \$40 over last year.

6001-28 Ballot Clerks and (deputy) SOC propose increase of 10% to \$11/hours, for total of \$264/election, bringing this line to \$1056.

6001-29 Election Set-up and take down proposed at \$350, increase due to more events

6001-30 Election Advertising keep level at \$250

6001-31 IT Support new line item, reflects the share of IT support used for maintenance of the laptop used by Supervisors.

Total proposed budget - \$5376.

6015- Building Inspection

Jake Olson and Bob Bergeron were there to present this budget. Jake began by asking if there is a way to get updated resident information. AA Kathy Wile will email him the updated residency list shared with Hollis Communication Center.

60015-01 Wages Proposed decreasing line to \$6000, due to less billed time. After discussion, it was decided to leave that line level with 2017 at \$7500, and use some paid time to update codes, website information, and permit structure as possible.

6015-04 BI Expenses proposed increase of \$50, add purchase of access to codes online. That software costs \$600, so line item increase to \$700 to cover other costs.

Total proposed budget \$9239.75

6002 – Financial Administration

Brenda Wiley went over budget proposed as follows:

6002-01 Treasurer same funding for stipend
6002-02 Auditor same cost of \$10,700 as last year
6002-08 Bank Service Charges Overspending represents fees the bank charged for maintaining less than a \$300,000 balance at all times. Not an anticipated situation going forward.
6002-09 Conferences not used in 2017, due to attendance at free or webinar training sessions, decreased to \$100 for 2018
6002-10 Payroll Services - keep level for 2018. Brenda reported that even with purchase of software upgrades the Town could save money by doing payroll in house, though it is more complicated when she is away. This can be done at any time, best not to do it this time of year.
6002-11 Software Maint/Update cost for Avitar, new bill amount for 2018 is \$1765, up \$36 from 2017.
6002-12 Mileage for Treasurer, level at \$850
6002-14 Postage costs up, more invoice mailings. Increase to \$700 from \$500
6002-15 Registry Fees not sure what this amount is for, will leave for now pending research
6002-16 Repairs & Maint Equipment office copier/printer, new contract not yet received, keep level
6002-18 Office Supplies level
6002-19 Advertising mostly employment ads, some posting. Lower \$200 to \$800.
6002-20 Town Office Equipment increase to \$1400, new computer for AA and a request for a standing work station.
6002-21 Telephone and Internet decrease of \$21; take out DSL, replaced with School connection
6002-22 Town Reports cost of printing increase to \$1331, plus formatting fee of \$595 for anticipated cost of \$2000.
6002-23 Tech Support per contract and office breakdown, 2018 cost is \$2220
6002-24 Town Website level fund at \$3071
6002-26 Contracted Accounting Services proposed contract reflects increase of \$1040, reflecting time spent on town services
6002-27 Deputy Treasurer same funding for stipend
Total proposed budget \$85,849.

Brenda further reported that there were a couple of line items she was waiting for numbers for from the PD (cop sync and child advocacy), the ambulance total to come from FD, and a number from Wilton Recycling Committee.

Adjourned:

- Louise motioned to adjourn, second by Charlie, to adjourn the meeting. Unanimous vote to adjourn at 9:16 PM.

Next regularly scheduled meeting will be Tuesday, January 9, 2018 at 7:30 PM at the Mann House. Extra meeting for the budget process on Jan 2, 2018 will be posted.

Respectfully Submitted,
Kathy Wile
Administrative Assistant