

Selectmen's minutes of meeting for the joint meeting between the Selectmen and the Finance Committee July 12, 2018

Select Board Members present: Mark Newman, Brian O'Rourke, George Riley, Fred Ventresco, Dolores Harasyko, admin. asst.

Finance Committee members present: Joe Gelinas, Bogart Muller, Kathy Jacobs, Alex Bowman, Dawn Lemon, consultant

Called to order at 7:03 p.m.

Meeting is being recorded

Reviewed and discussed the FY2019 budget process. Joe reviewed the discussion the finance committee had. We noted that no members of the public are present as well as members from departments or committees. Joe feels the agenda posting was enough notice to inform the public that this was being discussed tonight. Dolores pointed out that the meeting was posted just in time to meet the open meeting law posting requirements of 48 hours and that it is unreasonable to think that all town departments and committees would have gotten enough notice to attend. Brian asked if it was imperative to decide on the fy2020 budget process tonight. Joe would like the board to approve the schedule finance has prepared. All selectmen agreed that the staff and committees and boards should have their input heard. It was understood that after the FY2019 budget process there would be an all boards meeting to recap the process. Mark had some serious concerns about the amount of revisions and paperwork involved in the fy2019 process. He wants less revisions. Joe responded that the selectmen and town administrator will take on the responsibility for the budget. Revisions were needed because some were incomplete and some just wrong. Some budgets were not submitted until March. Some were lacking in detail.

Mark reviewed last years calendar. Joe reviewed the November and December deadlines. Brian responded that there seems to be certain departments that are re offenders and late submitters. Instead of placing a heavier workload on the staff we should address the repeat offenders to start their process earlier. The selectmen asked Dolores for some information on what work needs to be done this time of the year and how that would impact the requirements of the finance committee's fy2020 budget schedule. Brian read aloud her information as follows:

As your secretary I continue to work on the transition from fy18 to fy19. I am hoping to discuss with you all soon the annual licensing process which is done by calendar year, I usually have them all typed and ready to go by November. We also have the annual liquor license renewal process that must be done by November. I will need to prepare for the calendar year 2019 transfer station sticker sales which also needs to be ready by November, I do a mass mailing to every household. Along with the Assessors we will need to hold a tax classification hearing hopefully in September so that we can set the tax rate in order to send out tax bills in October. If this is held up it simply means there is no revenue stream for the town. This is a huge task which involves all town hall departments.

As Town Clerk I have 10 days of early voting in August and October, a primary in September and an election in November. We just finished (I hope) the federal census work.

The highway department will be straight out until the blacktop plants close in November. They have a short season to do all the roadwork before the snow flies.

Treasurer/Tax Collector, they are still working on closing out FY2018 and setting up FY2019. Once the tax rate is set they will be busy sending out the tax bills in October, again no tax bills means no revenue. Assessors, once Jackie gets back they will be extremely busy getting all the information for the tax classification hearing. They are also in a reval year.

Many of us were so busy this passed year that we were unable to take our vacation time and were aloud to carry it over with a timeline. Mine is to be used by September.

We are not being negative towards the process but ask for respect for our knowledge of our jobs and all of its duties.

Brian responded to the tremendous amount of work that has to happen by November. Mark feels it is unreasonable to start working on FY2020 when we are only 12 days into the FY2019 budget.

Brian asked Dawn how does she account for her time doing all the spreadsheets. She responded that it takes no time at all. Brian clarified that he is concerned about her time meeting with the various boards and committees. She responded that part does take a lot of time. Briand asked where does she get paid from. Dawn responded that she would like the board of selectmen to vote and decide on her time and where she gets paid from. The selectmen would like her to have a separation of duties and keep track of her time while doing various jobs throughout the day. Mark responded that her salary account came up short this year. Discussed the many hats she wears. Joe suggested that Dawn keep track of her hours for all her jobs. Fred questioned her on the fact that she would be paid as an accountant from July to January and then she could apply hours to the finance committee. She responded that she would like her duties in writing. Joe stated that she is billing 3 hours this week to the finance committee. Mark stated that she then owes the selectmen 3 hours to be done next week. Mark reiterated that the salary for finance is \$1,500 and once that runs out that's it. The selectmen will discuss the budget deadline dates.

Joe would like a minimum of 6 weeks to review all FY2020 budgets. Fred responded that this year it will be the responsibility of the selectmen. Joe will revise the budget letter.

George reviewed some concerns he had the FY2019 annual town meeting regarding the operation and maintenance budget.

Discussed the FY2018 overages. George wants to know how salaries are allowed to go over budget. Discussed hourly rates versus salary. Dolores explained that she is hourly and has never put in for more then budgeted for. She takes her hourly rate times 52 weeks and that's it. If she has put in more hours than budgeted for she will take a comp day. Joe responded that finance will develop a policy for dealing with overages and a policy for end of year spending.

Discussed the Yanner Park expense account. This was not funded for fy2019 by omission. It should have had \$2,500 budgeted, the finance committee suggested a transfer from the Reserve Fund. Mark feels this is not needed as the logging project will be going on until next year and no one will be able to work at Yanner Park until the logging is done. Kathy Jacobs would like to be appointed to the Yanner Park Committee, Mark referred her to Adam Brown since this is not on tonight's agenda.

Discussed the FY2018 overages. The finance committee declined to pay them out of the reserve fund but suggested that they meet the criteria for year end transfers.

Selectmen's vote:

Motion by Brian, second by Mark, all in favor to cover the following overages by transferring \$1,447.38 from the Tax Liability Account, \$164.00 for the Dep. Collector, \$600.00 for the Plumbing Insp., \$139.74 for Outside Police and \$543.64 for Police Salaries.

Finance Committee Vote:

Motion by Joe, second by Bogart, passed unanimously.

Accountant Dawn Lemon presented another year end transfer request for the Fire Dept. for \$548.56.

Selectmen's vote:

Motion by Mark, second by Brian, passed unanimously

Finance Committee Vote:

Motion by Joe, second by Bogart, passed unanimously

Meeting adjourned 8:50 p.m.

Mark Newman

Joe Gelinas

Brian O'Rourke

Kathy Jacobs

George Riley

Bogart Muller

Alex Bowman