



Agenda

Budget Review Committee

Wednesday, February 9, 2022

5:00 PM - BUDGET REVIEW COMMITTEE MEETING

CURRENT AGENDA ITEMS

I. APPROVAL OF MINUTES - FEBRUARY 2, 2022

Documents:

[2.2.22 MINUTES.PDF](#)

BUDGETS FOR REVIEW

1. Town Clerk
2. Assessing
3. Assessing CIP – Revaluation
4. Planning
5. Code Enforcement
6. Code Enforcement CIP – School House 9
7. Public Works
8. Local Roads Reimbursement
9. Transfer Station
10. Transportation Center
11. Public Works CIP – Facility Needs Study
12. Public Works CIP – Sidewalk
13. Public Works CIP – Infrastructure

14. Public Works CIP – Equipment
15. Public Works CIP – Crushing
16. Public Works CIP – Paving
17. Public Works CIP – Route 1 Corridor Study

Documents:

[BRC 2.9.22 DEPARTMENT REVIEW WITH SECTION AND PAGE NUMBERS.PDF](#)

OTHER COMMITTEE TOPICS

ADJOURN

BUDGET REVIEW COMMITTEE – WEDNESDAY, FEBRUARY 2, 2022

Present: Budget Review Committee Members Ron Schneider Jr, Brian Toomey, Marisa Caputo, Bill Wade, Richard DeBold, Jim Gaylord, Russ Markgren, Suzie Finnell, Bob Mulcahy and Anna Martin. Staff: Town Manager Larissa Crockett and Finance Director Jodie Sanborn. BOS Representative: Kathy Chase.

5:00 PM – BUDGET REVIEW COMMITTEE MEETING

CURRENT AGENDA ITEMS

1. FY 2023 Budget Presentation by Town Manger

Larissa provided Committee with the budget presentation as well as an overview of the budget book set-up.

2. Approval of Minutes – January 19, 2022

Motion by Bill, seconded by Russ to approve as written. Passed 7-0.

BUDGETS FOR REVIEW

1. Finance *now includes HR lines

Ron and Brian spoke about the budget to the Committee. The Committee had questions regarding the change to move HR to Finance. Ron explained to the Committee that the decision was made by the Board of Selectmen to have a hybrid HR approach with an HR Generalist on staff and an outsourced entity.

Motion by Brian, seconded by Richard to approve the operating budget of \$199,280. Passed 6-0-1 with Jim abstaining.

2. Town Manager

Ron and Brian spoke about the budget to the Committee.

Motion by Ron, seconded by Marisa to approve the operating budget of \$192,300. Passed 7-0.

3. Selectboard

Motion by Ron, seconded by Brian to approve the operating budget of \$7,500. Passed 7-0.

4. General Government

Motion by Brian, seconded by Bill to approve the operating budget of \$71,900. Passed 7-0.

5. IT Infrastructure

Motion by Brian, seconded by Marisa to approve the operating budget of \$340,000. Passed 7-0.

6. Cable TV Studio

Motion by Brian, seconded by Marisa to approve the operating budget of \$12,000. Passed 7-0.

7. Union/Non-Union Salary Adjustments

Larissa explained that this funding would be used for any market adjustments that would be necessary for non-union positions. Funding is also used for merit pay stipends. The funding of \$35,295 is included in the salary total to be voted on at a later date.

8. Employee Benefits

No budget. No vote taken.

9. Fixed Charges

Motion by Brian, seconded by Bill to approve the operating budget of \$2,006,488. Passed 7-0.

10. Insurances

Motion by Brian, seconded by Russ to approve the operating budget of \$650,000. Passed 7-0.

11. Town Manager CIP – IT Projects & Hardware

Larissa explained that Logically who is outsourced to perform the Town’s IT service submits a budget every year. The CIP request for \$107,500 is for projects and hardware replacements that they expect to complete in the fiscal year.

There was some discussion from the Committee as to whether the entire Logically budget should be placed in operations. From Logically’s proposal some of the project costs might also include annual support fees.

OTHER COMMITTEE TOPICS

There were no topics to discuss.

ADJOURNMENT

Motion by Brian, seconded by Marisa to adjourn. Passed 7-0.

Respectfully submitted,

Accepted by,

Jodie L Sanborn

Ronald Schneider, Jr

Finance Director

Chairman

FY 2023 Budget Committee Assignments and Review Dates

Department	Section	Page(s)	Contact	Contact Number	FY 23 Reviewer(s)	Meeting Date
Town Clerk	6	2-3	Brenda	207-361-8890	Richard & Bill	2/9/2022
Assessing	6	4-5	Keeley	207-361-8880	Richard & Bill	2/9/2022
Assessing CIP - Revaluation	3	5	Keeley			
Planning	6	9	Mike	207-361-8873	Russ & Bill	2/9/2022
Code Enforcement	6	10	Jodine	207-361-8883	Russ & Bill	2/9/2022
CEO CIP - School House 9	3	6	Jodine			
Public Works	6	10-11	Carol	207-361-8784	Anna, Jim & Bill	2/9/2022
Local Roads Reimbursement	6	11	Carol	207-361-8784	Anna, Jim & Bill	2/9/2022
Transfer Station	6	11-12	Carol	207-361-8784	Anna, Jim & Bill	2/9/2022
Transportation Center	6	15-16	Carol	207-361-8784	Anna, Jim & Bill	2/9/2022
Public Works CIP - Facility Needs Study	3	0	Carol			
Public Works CIP - Sidewalk	3	25	Carol			
Public Works CIP - Infrastructure	3	26	Carol			
Public Works CIP - Equipment	3	27	Carol			
Public Works CIP - Crushing	3	28	Carol			
Public Works CIP - Paving	3	29	Carol			
Public Works CIP - Rt 1 Corridor Study	3	30	Carol			