

Draft of the Advisory Budget Committee Meeting Minutes to Review Town Clerk, Elections, and Tax Budgets

Tuesday November 19, 2019

In Attendance

Peter Royce

George Bailey

John Morris

Steve Saunders

Also attending and participating: Conner MacIver

Dan Mannschreck participated by phone

Meeting called to order at 4:34 PM. The minutes from November 5 were approved as written. Motion by George; seconded by John.

Discussion started related to the staffing of the Town Clerk's office. Some changes had evolved from the initial draft of the budget and now the plan is for 2 full time and two part time persons through 2020. Long term, the Town Clerk would like the staffing to be 3 full time persons. For the immediate planning, a part time person will be hired and Camille will be a per diem employee as needed. Given the addition of equipment expenses in the Town Clerk's budget, John brought up the need for transparency for overall cost in the new Town Hall construction. Conner has a plan to accomplish that objective.

Dan asked about the age and reliability of the voting machines. How often is the software upgraded?

Conner researched libraries of similar sizes to what the Library Trustees are proposing and estimates 2 more FTE's will be needed for the new building.

The next scheduled meeting is November 26. The agenda is dedicated to a review of all budgets and warrant articles to present our recommendations to the Select Board on December 2.

Meeting adjourned at 5:40 PM

Respectfully submitted,

Peter Royce