



**BUDGET REVIEW COMMITTEE
MEETING MINUTES
JANUARY 11, 2017**

1. CALL TO ORDER

Meeting called to order by Chairman Bill Sawyer at 4:20pm.

2. ROLL CALL

Members present: Mike Lynch, Bill Sawyer, Jackie Bevins, Everett Leach, Carole Aaron, and Alternates Mark MacLeod and Lindsey Perry

3. ELECTION OF OFFICERS

Motion by Aaron to elect Bill Sawyer as Chair; Lynch 2nd; vote 5-0.

Motion by Aaron to elect Everett Leach as Vice Chair; Lynch 2nd; vote 5-0.

4. NEW BUSINESS

Began initial review of the 2017-2018 Operating Budget. The discussion and review of the General Government budget requests generated the following questions:

1. If the town is required to begin a search for a new Town Manager, what is the suggested salary range and benefit package for this new position.
2. Looking for explanation of the following retirement benefit categories: 457, 401, and MPERS.
3. What are the employee contribution percentages to health benefits for both union and non-union employees?
4. How many clerical positions are currently filled and how many are being requested for the 2017-2018 budget.
5. What is provided and by whom for \$50,000 MUNIS Software Maintenance fee. Is this an annual maintenance fee or software lease fee?
6. Please provide some examples of anticipated uses for the \$10,000 requested Contingency funds.

The following general questions/requests were also raised:

- a. What happens to money not spent on approved CIP items, e.g. Perkins Cove bathroom?

- b. Could we get a list of actual dollars spent on 2016-2017 approved CIP items?

5. FUTURE MEETINGS

Set times for next BRC meetings as follows:

Wednesday, January 18, 2017 at 4:15 PM

Wednesday, January 25, 2017 at 4:15 PM

Saturday, January 28, 2017 at 9:00 AM

Wednesday, February 1, 2017 at 4:15 PM

Our focus for the January 18 Meeting will be budget requests for Police, Fire, and Public Works Departments.

6. ADJOURNMENT

Motion to adjourn at 5:35 PM:

Lynch 1st, Leach 2nd, vote 5-0.

Respectfully Submitted By:
Bill Sawyer