



**BUDGET REVIEW COMMITTEE  
MEETING MINUTES  
JANUARY 18, 2017**

**A. CALL TO ORDER**

Meeting called to order by Chairman Bill Sawyer at 4:15 pm.

**B. ROLL CALL**

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

**C. OLD BUSINESS**

Approve minutes for January 11, 2017 BRC meeting: Aaron 1<sup>st</sup>; Leach 2<sup>nd</sup>; Approved 4-0.

Mark O'Brien, Acting Town Manager, was present for most of the meeting to provide comments to our discussion, and further stated that answers to questions raised at our January 11, 2017 meeting would be forthcoming.

**D. NEW BUSINESS**

Began initial review of the 2017-2018 Operating Budget requests for Police, Fire, and Public Works Departments. The discussion and review of these budget requests generated the following comments and questions:

**Police Department:**

- a. Would like a general review of the staffing and duties of both full time and part time police officers to help determine if staffing levels and consequently budget requests are appropriate.
- b. Need understanding of full time officer benefits pay and requested 68% increase over last year.
- c. Need understanding of significant percentage increases requested for retirement and dental benefits.
- d. Although non-salary related expense requests are actually down 2.2% over last year, overall department expense total request is up 7.2% after increasing 8.1% from 2015-2016 to 2016-2017. The BRC would prefer another pass at the expenses to drive down the overall increase to between 5% and 6%, deemed by the BRC to be a better starting point for this phase of budget review.

**Fire Department:**

- a. Third man Crew increase of 34.4% seems to be the result of a miscalculation. Please review and revise.
- b. The BRC was made aware of a 24% increase in Fire Chief's salary which was already approved by Town Manager and Select Board. Obviously this impacts the BRC's ability to keep costs down.
- c. Although non-salary related expense requests are actually down 8.3% over last year, overall department expense total request is up 7.2% after increasing 6.5% from 2015-2016 to 2016-2017. The BRC would prefer another pass at the expenses to drive down the overall increase to between 5% and 6%, deemed by the BRC to be a better starting point for this phase of budget review.

**Public Works Department:**

- a. Need discussion and confirmation of plans to hire a Public Works Director and or 2 additional employees. Budget request submitted to support that would increase overall salary related expenses for full time employees by 59%. Consider this a non-starter.
- b. Non-salary related expense total requests are 33.7% higher than last year, and seem to be put forward with little more thought than bumping up every request approved for last year. A thorough review of this category is warranted and requested.

**E. FUTURE MEETINGS**

Set times for next BRC meetings as follows:

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 25 Meeting will be budget requests for Admin Services, Land Use Office, Lifeguard, Transfer Station, and Harbormaster.

**F. ADJOURNMENT**

Motion to adjourn at 5:45 PM:

Lynch 1<sup>st</sup>, Leach 2<sup>nd</sup>, vote 5-0.

Respectfully Submitted By:

Bill Sawyer