

**Minutes**  
**Town Hall Subcommittee**  
**January 16, 2020 – 6:00 pm**

**Meeting called to order at by Jan DiGiambattista in the Town Hall 2<sup>nd</sup> SPM Office 6:00pm**

**FinComm Member Present:** Jan DiGiambattista – Sub Committee Chair, Don Ravenell – Sub Committee member, Daniel Sherman –FinComm Chairman

**FinComm Members Absent:** Evan Kenney- Sub Committee member

**Town Hall Department Attendees Present:** Stephen Maio and Kevin Gill

1) Town Hall budgets were reviewed with the following noteworthy comments:

**I) Treasurer Budget:**

- a. The increases for the 2021 budget were for salary employees. All else was level funded for 2021. It was discussed at vacant line item be reviewed and removed if feasible that has been at \$.00 for the past 3 years.
  - i. Vehicle Allowance
- b. It was also discuss if the Travel Allowance inside the Commonwealth could be decreases as only \$10.00 has been used in the past 3 yrs.

**II) Tax Collectors Budget:**

- a. The increase for 2021 salary increase except for the Supervisor role
- b. Repair for Furniture has been vacant for the past three years. Should be monitored if still needed as a line time.
- c. Contractual service line items that have increased and decreased in 2020 under review:
  - i. Professional Services reduced under evaluated for next few years for further reductions if necessary \$1,250
  - ii. Postage increased – for tax bills – under evaluation for increase of tax bills and additional postage needs. Increased \$2120.00

**III) Assessors Department Budget:** Increase due the Professional services for 2021 and level funded in other areas:

- a. Two line items seem to be under budget for 2021
  - i. Furniture/Repair
  - ii. Printing and Stationary
    - 1. It was discussed if these two line items could be compensated decreasing from other line items such as Auto Allowance, Postage and Professional services to balance out the overage of these two areas.

**IV) Town Clerk Budget:** Main increases were for the Personal Services for 2021 and Printing & Binding/Postage line items.

- a. Increase to Printing and Binding is need for older bindings to be repaired or reprinted.
- b. Postage should be evaluated as it is over budget for the past 2-3 years and 2021 budge looks to be still under budget for past years.

- c. Travel inside the Commonwealth has been decreased to \$.00 for 2021
- V) Election and Registration Budget:**
- a. This budget is decrease in Personal services for a decrease in Clerks salaries.
  - b. It was discussed that it is possibility the Election budgets may be combined in the future.
- VI) Board of Health Budget:** The biggest change was the Professional services line item increased by \$19,892.00 for Contractual services of Personal services line item. Line items currently vacant:
- a. Medical Supplies – is this line item needed?
  - b. Bacterial Environment testing – is this line item needed?
- VII) Medicare Budget:**
- a. 2021 budget had a &37,490.00 increase in the tax levy line item
- VIII) Planning Board Budget: Completely level funded**
- a. Decrease of \$3,000 for 2021 in Contractual services.

The meeting was adjourned at 6:50 pm with the knowledge that the remaining budgets still need review and will be available to the subcommittee as they are completed and available in February.

Summation:

The Town Hall budgets continue to be kept in good order and main increases are due to salary increases and salary evaluation growth. The majority of the budgets discussed at this meeting were level funded for the year 2021. Supervisor salaries were not included in these budgets as they are still in contract negotiations. A few budgets were evaluated for

- Vacant line items in the past 3 years for possible removal
- Balance funding between line items for example: Materials and Supplies & Contractual Service line items. Line increase and others decrease.
- Combining the Elections budgets into one budget instead of three

As always any funds unused are reimbursed back in to the General Fund.