

**Minutes of the Finance and Advisory Board
March 7, 2006**

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Meeting Called to Order at: 7:10 pm

Location: Town Hall, 3rd floor meeting room

Members In Attendance: Robin O'Malley, Lisa Burke, Phil Cannon, Jon Ayres, Mike Sweat

Guests: Planning Board: Sarah Buck, Highway Dept: John Moultrie, Town Administration: Steve Delaney, Jackie Comeau

Minutes Taken by: Lisa Burke

Planning Board-Sarah Buck

Reviewed FY 2007 Budget. Specific Items discussed included increase in Salaries due to request for additional hours for Town Planner and Assistant. Last increase in hours for department was 5+ years ago. Expenses include request for \$1K for equipment upgrade for new CPU bypassed at last upgrade. Robin noted that salaries and expenses are only ½ of FY06 budget for 7 month period due to one staff member being new this year. Mapping expenses of \$500 are included in budget. Sarah indicated she will review purchasing a binding machine for reports distributed to help defer printer costs.

Town Administration-Steve Delaney, Jackie Comeau

Began review of Town Hall Departments for FY07 budget.

Town Administrator: Salaries Level funded.

Accountant: Town audit contract is in 3rd year (FY06). Estimated of 23K includes anticipated increase for new contract.

Treasurer/Collector: As of 1/31/06, approx 1/3 of expenses have been taken. Jackie indicated that the supply budget may have been over-funded in FY06. Increase in FY 07 due to request for 3 new printers. Mike Sweat suggested purchasing 1 high level printer and networking them. Robin requested payoff schedule for debt service item. Lisa requested review and correction of several errors on FY07 Expense Breakout vs. FY 07 Budget. Undesignated department listed on budget is anticipated Salary Deferral of \$75K.

Highway Department-Jack Moultrie

Reviewed FY07 Budget with Board. Specific Items discussed included adding an additional laborer per 5 year plan, \$1,500 emergency stipend payable for administration of program, budgeted utilities were increased in Fall 05 and are currently level funded, request to bring road maintenance budget to \$190,000 (1% of total budget) current remaining balance in road maintenance line item for FY06 will be used to offset Bailey St Bridge repair expense, and capital expenditures request. Union contract negotiations are just beginning.

Meeting adjourned at 10:10 P.M.

Robin moved, Phil 2nd

Meeting adjourned