

## Pownal Budget Committee

### Meeting Minutes / March 28, 2012

Members Present: Andy Wyatt, Jan Pieter van Voorst van Beest, Mary Ann Hodsdon, Carlene Harvey, Kathy Hogue  
Excused: John Green  
Absent: Jeremy Willis  
Public: Jesse Peters, Tim Giddinge (Selectman), Shawn Bennett

1. A. Wyatt called the meeting to order, 7:00pm. A quorum was established.
2. A motion was made by K. Hogue and 2<sup>nd</sup> by M. Hodsdon to approve the February 29, 2012, minutes as amended: Under Public Safety, make the following changes:
  - a. "Account was increased by \$500.00 due to an increase of EMS Transport Services—~~in~~ fees by Freeport."
  - b. Spell out NFPA = National Fire Protection Agency
  - c. Spell out IMC = Incident Management Corporation
3. Public Comment: None
4. Selectmen's Input: None
5. Budget Proposals
  - a. Capital Projects: J. vVvBeest reviewed spreadsheet with committee. Under Mallett Hall (1) it was noted that the \$20,000 earmarked for the handicapped ramp repair was an estimate. The Selectmen will be obtaining a more accurate estimate. Under Public Safety, (1) it was noted that the \$14,000 that was budgeted last year for a repeater for the Fire Department to be located on the cell tower on Loring Lane did not happen. Even though it was offered to us as being "free", the insurance on this would be very expensive and it was decided not to pursue that project. There was discussion about where this money is located now. Scott Seaver noted that the \$14,000 would be listed in undesignated funds. Jan Pieter also mentioned that the grader for \$293,000 would not be a Capital Project item, but would probably go to bond. In the Capital Projects line, we are looking at an increase from \$75,000 to \$95,000 this year.
  - b. General Government, Technology, Animal Control, Mallett Hall, Human Services:
    - T. Giddinge reviewed spreadsheets with committee.
      - General Government: Tim noted that the insurance quote of \$39,297 may not be correct and he will be getting an up-to-date quote from MMA. The printing line was reduced as the Selectmen agreed to have less Town Reports printed this year as there is still a box full left from last year.
      - Technology: The photocopier has become obsolete and is running on it's last legs. This will need to be upgraded. Scott Seaver is looking into options. The increase in Trio Software includes the General Ledger software that we are going to purchase. This will replace QuickBooks which we are currently using. S. Seaver also noted that we need to upgrade the Microsoft software to the 2010 version and add Adobe, which we don't have. A new PC for the server also needs to be replaced.
      - Animal Control: No change.

▸ Mallett Hall: Tim noted the change in elevator contract price reflects our new contract with Otis Elevator. The last company we used didn't have a tool required for repairs. The increase in building maintenance reflects the need to paint the outside trim of Mallett Hall.

The total of the above budget of \$223,053 does not reflect Compensation. That needs to be added. We will review that along with Benefits and Payroll Tax at the April 18 meeting.

Tim also noted that the Selectmen will be setting a policy to strive to maintain a level in surplus to not exceed 2 months worth of town expenses.

6. Next Meeting: The Board agreed to postpone the April 4 meeting to April 11, 7:00pm. At that meeting we will be reviewing Solid Waste and Public Works.
7. Meeting adjourned, 7:55pm.

*Respectfully submitted,*

*Kathleen A. Hogue*