

Town of Merrimac
Finance Committee Meeting
FEBRUARY 5, 2019

I. **Call to Order**

1. **Roll Call**

II. **Town Clerk, Registrar, Census, Election**

Present: Town Clerk, Gwen Lay

Census- Only change is postage. Postage has gone up, the number of households changes the total. Now that the census is outsourced when printed and not done in house anymore the cost has gone down. State census is every year, federal is every ten years.

Vital Statistics- No changes.

Registrar- No changes. Postage is not going up due to the State being proactive in asking people to vote when they are at the registry.

Elections- Budget has gone down, there will be fewer elections this coming year. The FY19 budget will be short, the reimbursement from the state is pending which account it can be put towards. If it needs to go in the general fund there will need to be a reserve fund transfer.

Town Clerk- The hours increase is for Gwen, based on the amount of public records requests in addition to the new State guidelines for Real I.D. Records requests consists of a variety of topics, from the growth of the town with planning and zoning, as well as elections based. The supporting documents for Real I.D. are increasing Software increase is for adding on to the current program to include a Planning and Zoning Board request. The program has been in a trial in the Clerk's office for about two months and it has been extremely helpful. The training budget has decreased due to less classes that are needed to be attended. The increase in dog tags is for the amount of dogs- which was year was 700, up from past years which was approximately 300.

Capital Planning- will be asking for three voting machines, one for each precinct, at \$11,000 each.

III. **Board of Health**

Present: Matt Kirk, Board of Health Member, Deb Ketchen, Health Agent

Salary- Increase of 10 hours for the Health Agent, in addition to filling a 10 hour a week admin position. This is due to the development of the Town. The Board is willing to not hire an administrative assistant to make Agent position full time, but the additional hours for the Agent will be paid at the Agent Salary rate, not an Admin rate. If the hours are approved, the Agent will leave the other part time position held in Groveland at 15 hours a week. The Board of Health includes housing, wells, and septic systems. Also Fire & Police will call at any time if they are requesting the BOH.

IV. **Nurse**

Present: Public Health Nurse, Eileen Stepanian

Nothing structural has changed, for budget purposes the Nurse is now her own budget. The only increase is the Dues/Memberships budget has been raised to \$170.

V. **Library**

Present- Kelly Unsworth, Library Director, and Library Trustees, Susan Coburn, Chair, Jeff Hoyt, Trustee.

Salary- No positions have changed, no change in people and the hours have been the same.

Expenses- Postage and mailing has been up. The Network Membership is a price based on the size of the library for the database through the consortium, the increase has been very low this year it is \$560. One big increase is in Collection Materials, each year you have to spend 19% of your total budget on collection materials. Office supplies based just on supply costs increases, not on actual usage of supplies. For building maintenance and repair, the line items have now split.

Capital Planning- The roof project from last year is coming along. This year the HVAC controls phase three will be on for a capital request. Phase one and two are already funded.

Motion to adjourn 8:15PM Marcia first, Mike second.