



Finance Committee
Regular Meeting
01/19/21

- I. Call to Order
 - 1. Roll Call
- II. Appointments
 - A. Town Accountant

Anne Jim, Town Accountant

Dept. 135, 2% contractual increase on salary, and longevity/stipend is the same as last year. Other expenses only increase asking for is a \$37 increase for software for next year. FY22 will be the 5th year of 6 for Vadar. Vadar is the accounting and financials software, which covers everything except fixed assets. KVS is only for fixed assets. The yearly fees are paid up front in the beginning of the year. Due to COVID the option was available to pay monthly which the Town took advantage of until it was determined financially we could pay in full.

IT 2% contractual increases on salary. The increase in expenses is for GoToMeeting to continue having remote meetings, which at this time we feel is necessary to keep- this is for 15 users. We are looking for the Town's IT consultant to begin quoting for a new cloud based server and to also host the e-mail's, which after 3 years would break even- this would be a special article.

B. Assessors

Heather Roche, Clerk. Joyce Clohecy, Ed Davis and Bill Pollman, Assessors.

The Town has been able to maintain one of the best Assessors Dept. in the area, with the lowest budget- even with the requested increase. The salary increase is to match the grade in surrounding areas, which would move Heather to an Executive Assistant. Most surrounding Town's have a Principle Assessor. \$3,636 is the increase for the additional step. The workload has not changed with COVID, everything is still due to the State, along with abatements, exemptions etc. The Town is extremely fortunate to have someone like Heather in the position, as she makes the office click.

Other expenses look like they are on target for other spending, the increase last year on expense items was for IT expenses for Patriot Properties moving from the Special Articles into the Budget. There was a \$400 increase in Patriot for next year. In the future the Town needs to start looking into hiring an Assessor/Appraiser. There are options such as Patriot Properties to start doing that at an hourly rate, versus hiring someone for a loaded rate.

C. Tax Collector

Michelle Barry, Tax Collector

2% salary increase is contractual, longevity is the same. She is a 3 year contract employee and the contract is up, the Selectmen will start negotiating.

Expenses are level funded. Last year Michelle started doing the lock box for excise tax and we will begin doing the same for real estate tax shortly.

D. Finance Director, Assistant Treasurer Collector

Carol McLeod, Finance Director

2% salary increase is contractual. The 1% line item is separate, it is \$15,000 and the Department Heads and Selectmen do the yearly reviews and they are based on that.

Payroll services 5% increase based on historically what we have spent last year and this year. Postage also has a small increase.

Over the next few years we will need to evaluate many positions including Assessors and the Finance Director evolving into a Strong Town Manager type of position. At which point should the Town start planning for these new positions, most likely beyond on the Finance Committee but should be looking into the future.