

**Budget Task Force Meeting  
Monday, January 8, 2018  
Town Hall Selectmen's Chamber**

**Finance Committee Members Present:** Chair Bob Panessiti; Richard Wood

**Board of Selectmen Members Present:** Chair Paul Wisotzky; Robert Weinstein

**Present:** Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Sullivan-Clark; Town Accountant Trudi Brazil; Recreation & Beach Director Damion Clements; Council on Aging Director Susan Travers; Building Commissioner Russell Braun

Board of Selectmen Chair Paul Wisotzky convened the Budget Task Force meeting at 8:00 a.m. Bob Panessiti referred viewers to the Town website or any Town Meeting Warrant to understand the financial acronyms used in the budget process.

**Council on Aging Fiscal Year 2019 Budget**

Council on Aging Director Susan Travers discussed changes in budgeting, beginning with salaries. Town Manager Rae Ann Palmer said the salary line had decreased this year. There is an increase for a new computer program designed for councils on aging that Susan Travers would like to put into effect, she said. Trudi Brazil said there might be a transfer request needed for the purchase. Ms. Travers added an item for the wheelchair vehicle. In professional and technical services, she had moved some money around for instructors. A decrease in the fuel line for transportation allowed Ms. Travers to move money into services. She said the results of a survey on senior needs would be completed soon.

**Recreation & Beach Fiscal Year 2019 Budget**

Recreation & Beach Director Damion Clements presented the Recreation budget first. There were not a lot of changes, he said, although there is a change in salaries. The stipend has been eliminated, and is now in the salary line for the Director and Assistant Director. He explained the budget line for an "inclusion specialist." There were no changes in purchase of services. There is a difference in the transportation line because the program location was the school last year. That is not yet definite for this summer. Mr. Clements explained use of the revolving fund in relationship to a.m. and p.m. programs. Supplies stayed the same.

Damion Clements continued his presentation with the Beach budget. The salaries stayed the same except for step increases. A decrease in the purchase of services is the biggest change, he said. Supplies remained the same. A third Beach Office clerk was added in response to complaints about lines, but there is the effort to have Beach stickers processed online. Town Accountant Trudi Brazil explained how the Overtime line had been determined.

**Building Department Fiscal Year 2019 Budget**

Building Commissioner Russell Braun reviewed the Building Department budget, starting with payroll, which had cost of living increases. Trudi Brazil explained the purpose for a wage workbook line. He said credit card processing had been underbudgeted last year, so he had

increased the line for FY19. Mr. Braun discussed the number of permits issued during the past year.

#### **NEXT MEETING**

The next meeting will be held Tuesday, January 16, 2018 at 8 a.m. in the Selectmen's Chambers at Town Hall for the presentations of Harbor/Shellfish, Fire & Rescue and Emergency Management.

#### **ADJOURNMENT**

Paul Wisotzky adjourned the Budget Task Force meeting at 8:40 a.m.

Respectfully submitted,



Mary Rogers,  
Secretary

#### **Public Records Material of 1/8/18**

1. Proposed Council on Aging Budget for FY19
2. Beach & Recreation Department Budget for FY19
3. Building Department Budget for FY19

