

Minutes of Budget Committee
Saturday, January 12th, 2019 1:00 P.M.

Draft subject to review, correction and approval at the next meeting.

Committee Members Present: Doug Dutille,

Members of the Public Present: Rich Clifford, Darwin Clogston

ITM Town Manager: Glenn English

Finance Officer/Administrative Assistant: Jennifer Collins

Call Meeting to Order: The meeting was called to order by Committee Chairman Doug Dutille at 1:00 P.M.

Town Buildings: There are projects planned for both the CMB (Clifford Memorial Building) and the JRM (James R Morrill Building) and Jennifer has received bids for most. Under Repairs and Maintenance, is a proposal for a new entry door at the Clifford Building, additional fire extinguishers, telephone-line issues and basic maintenance on rugs and lights. Rich stated that the concrete floor at the Clifford building needs repairing and he is pricing different corrective methods. The roof has a few leaks that Rich fixes periodically; however, he believes it has a couple more years of life. ITM Glenn English stated he is open for suggestions on a use for the metal building behind the CMB. The bulk of Rich Clifford's time is budgeted for the JRM. There are three part-time maintenance employees for the JRM, two of which are budgeted for \$1,222 and the other is budgeted for \$1,326. ITM English stated that not all office spaces are secure, so he suggests investing in bullet-resistant protection and starting with the Selectboard office and focusing on the Town Clerk's office next year as it is more expensive. New carpeting, in the form of glue-down carpet squares will be budgeted for the JRM. ITM English stated that the Police Department over-time budget was doubled in error, so there is \$38,000 available for use. Rich Clifford stated he gets paid \$3,000 per year for the CMB and \$3,000 per year for the JRM while using his own equipment. Clifford stated 25-30 hours a week is spent cleaning the buildings currently. ITM English proposed that the part-time crew take on more of the cleaning as it would be less expensive than paying Rich Clifford over-time. There was discussion on potentially leasing the storage building behind the CMB. There was discussion about security cameras and Howard Hatch made a motion to research exterior and interior surveillance and alarm options for Town buildings and to come back next year with a plan. Dave seconded the motion and it carried unanimously.

It is proposed to put in partitions for Glenn, Sandi and Jennifer to enable organization and safety. Rich Clifford still has bullet-resistant steel that he obtained a while back. New flooring was priced through Valley Floors and there was discussion on other options. Rich feels that the figure for Rec. Office Walls/Door is a safe number and it will include partitioning a space for Sherri with a door. When the meeting room blinds are replaced, Howard Hatch recommended looking for a more insulated alternative. The gym doors need to be replaced, as they do not lock appropriately. \$13,000 is budgeted for level-four bullet proof glass. There is currently \$20,000 in the building reserve fund and ITM English suggested beefing up this account. There was

discussion about the roof on the gymnasium and Rich Clifford stated he would inspect it in the Spring.

ITM Glenn English stated that the Selectboard transcriptionist will be writing minutes for all Town committees and commissions moving forward. There was discussion about Town employee pay raises. Howard Hatch, as a trustee, had a question about funds in the capital reserve and reserve trust, and it was suggested that Howard meet with ITM English and Jennifer Collins as the issue may be a product of miscommunication.

The next meeting will be held Monday 1/14/19. Dan Brady will not be able to attend any meetings, due to medical reasons.

Meeting Adjourn: There was a motion to adjourn the meeting at 3:10 P.M. It was seconded and approved unanimously.

Meeting minutes produced by Katie J. Williams.