

Conway Finance Committee  
Approved Minutes  
February 29, 2016 7:30 PM  
Town Hall & Town Office

**Members Present:** Jim Bosman, Zach Howard, Sheila Harrington, Roy Cohen, Tom Donovan; Others Present: Selectboard, Tom H, Ron Sweet, Liz Jacobson-Carroll.

**Next Meeting Dates**

Monday 3/7 - 8 pm Conway Annual Town Caucus (Town Hall)  
Tuesday 3/8 - 7 pm Frontier Regional School Budget Hearing (High School Library)  
Monday 3/14 - 7 pm Finance Committee regular meeting (Town Office)

**Meeting Minutes**

Minutes of Feb 22nd approved.

**FY17 Budget**

Joint meeting with SB regarding Highway, Building Maintenance, and Information Technology, and Town Administrator budgets.

Tom H. presented the Town Administrator budget. It includes contractual pay increase for him, additional hours for Liz (switching her time from Highway), mileage increase due to more meetings, increase to dues (Tom now on Board of Mass Municipal Mgrs Assoc), increase to correct phone budget and add fax line, elimination of \$2K for general IT (this figure needs to be updated in all exhibits). It includes level funding for repairs account for another year to see what the spending level is after moving IT activity out of this Dept. Town Report was overlooked in last years budget and is added here for \$3750 and they are looking at going to a new format possibly including the minutes of prior year town meeting.

Tom H and Ron S presented Highway budget where they proposed moving Liz's 3.5 hours per week to Tom and then having an 8 hr per week clerical position (new) added for Highway to take care of all of the paperwork, some customer service, and tracking inventories and service costs/histories. Proposed also moving Building Maintenance oversight function from Tom to Ron, with an pay increase for Ron for taking that on which was how it was done for Bob Baker as well. \$10K increase in Highway Materials account (formerly Black Top) is for smaller aggregate gravel to finish unpaved roads to reduce damage to cars from the larger aggregate that has been in use. \$18K increase in Winter Roads Salt as price has gone fro \$58/ton to \$79/ton. Bob Baker asked if the gravel could be purchased from Chapter 90 and Ron indicated no because it is not part of a Chapter 90 project. Ron had submitted a capital request for \$50K for portable lift to be used outdoors to improve equipment or vehicle maintenance, but it looks like that request did not make the cut this year. Jim Bosman asked what was the special circumstances around Winter Roads budget and Ron responded that it is OK to increase that budget but they frown on you decreasing it because of the fact that overspending can be raised on the recap.

Tom H presented the IT budget. Roy Cohen recused himself from the Fin Com for this presentation. System has been improved now for storage and backups and integration of various users. \$20K IT budget includes swapping out 3 workstations every 3 years, internet service and general applications (not department-specific applications), maintenance including backups and ongoing monitoring and monthly reports to address problems, and service-related needs. Jim B. asked about the new town website and Tom replied that it has been on back burner due to more pressing IT issues.

**8:45 PM Moved to Town Office (continued next page)**

Started reviewing Article 2. Voted unanimously to recommend the figures on the back of Tom's budget packet from Dept 114 through Dept 294 with the exception of Dept 150 (Town Administrator) where we reduced the figure by \$2K as per the meeting above with Tom H, Dept 193 (Town Insurance) because the figure is in italics which means it is not the final figure, and Dept 159 (Information Technology) where Roy Cohen abstained.

**9:40 PM Meeting Adjourned**