

Tamworth Budget Advisory Committee Meeting Minutes
January 10, 2018
Tamworth Town House
7:00 p.m.

Members Present: Becky Mason, Melanie Streeter, and Lanette Libby and Joann Rainville

Minutes Recording: Becky Mason

- I. Call to Order at 7:00 p.m.
2. Due to illness and lack of budgets/non-profits and Town Offices being closed from 12/22/17 - 12/27/17 of December 12, 2017 and January 3, 2018 were cancelled.
3. Met with the following department:

Police Department 4210.10

1. **Salaries:** It was determined that the salaries included two (2) full time employees - for 52 weeks and one (1) full time employee at 40 weeks. At present only the Chief is salaried. This is as change as previously the department had two(2) salaried employees and one hourly employee. After discussion ABC recommends increasing the third full time position to 52 weeks.
2. **Administrative Assistant position:** this position was added as of 2017. It was for three (3) hours per week and is being increased to twenty-four (24) hours for 2018. Police Chief explained the increase will allow someone to be present in the office five(5) days a week to file, answer the phones and input information into the computer system.
3. Overtime: this is a new line item. The police Chief explained that this has not been done before with hourly employees.
4. Part-time Salaries: This has been increased due to the possible need for part-time employee hires to cover the Police Departments holidays, vacation time and possible sick time.
5. Employee Health Buyout - Could increase depending on the amount to be paid for third employee or if a family plan is done.
6. Telephones: It was determined that the department has 3 land lines, 2 cell phones and 2 cell connected computers in this line. This line would increase if/when a third officer is hired.
7. Custodial Services: the same company as used by the Town Offices and Townhouse
8. Electricity: Needs to be calculated at the new rate.
9. Equipment Repair: Items in this line include but are not limited to radios, electronic traffic sign, tasers and minor equipment.
10. Dues: this line has increased and includes the new reporting software and Police Association.
11. Educational Tuition: This is a new line item for 2400.00. This is to be used for attending classes both at the college level as well as continuing education.
12. Building and Maintenance: this line has been reduced as the major painting project was completed last year. Any generator repairs would come out of this line.

Tamworth Budget Advisory Committee Meeting Minutes
January 10, 2018
Page 2

13. Books/Periodicals: this line contains the purchase of criminal code and law books.
 14. Department Supplies: this line contains routine building supplies.
 15. Office Supplies: this line has been reduced by 300.00.
 16. Uniforms: This line has been reduced by 1000.00. It includes 1200.00 per officer. This is covers uniforms and duty belt only, no equipment.
 17. Equipment: This line has been reduced by 1000.00. This line covers the purchase of guns, tasers, vest and long guns.
 18. Snowplowing has not been included into the budget. The Highway department will not be plowing the police station this year.
4. Bearcamp Valley School: Committee reviewed and would like to meet with for more information.
 5. B. Mason to inform the Selectmen of the Non-profit reviews and request for meetings at their next meeting.
 6. Motion made by M. Streeter and seconded by L. Libby to adjourn the meeting. Voted 4-0.

Meeting adjourned at 9:25 pm

Next Meetings: to be determined when the Town Administration has budgets ready for review.