

**Beaver Cove Budget Committee
Meeting Minutes
March 09, 2023**

Present: Maryann Herbert, Sally Farrand, Kim Larsen

The meeting commenced at 9:45 A.M.

1. Kim provided an updated (03/09/23) Budget Report
2. The following accounts were reviewed for the upcoming Budget Year

Account #500 Salaries - Discussion of adding additional personnel to the town staff was reviewed and it is recommended that Kim will resign as Town Clerk and this job posted publicly requesting applicants. It is further recommended that this job description include answering phones, updating the website and other duties which would alleviate some of the workload currently experienced by the staff. It was agreed that in order to keep the current salary intact the hours would be "flex - time" requiring that the Clerk be present at the town office during peak business times (eg, tax billing, budget preparation etc..) which would be outlined by Kim and Heidi. Additionally the Clerk would be present on alternating days when the town office is open ensuring that the salary is appropriate for the hours required.

Further discussion regarding town positions included the Public Works Position which may have added responsibilities and require additional funding. The Budget Committee would like to note that, going forward, the MMA deems it a conflict of interest for a Municipal Board member to hold the Public Works or Roads Coordinator positions in addition to being a member of the Select Board. The Committee does not feel this is currently an issue but would ask that when new Board Members are elected these conflicts are resolved.

Account #404 - Office Equipment and Supplies - The committee recommends the town obtain an answering machine which can be accessed remotely and add Caller ID to the town's Current phone plan. There are currently sufficient funds in this year's budget to accommodate that request.

Account #435 - Building CD Fund - Kim clarified that this CD Fund is for Building Maintenance

Account #452 - Website - In an effort to update the website on a monthly basis with meeting minutes and topics of interest or concern to residents it is recommended the website budget be increased if necessary. An evaluation of costs to date and estimate of monthly updates will be compiled and an amount recommended at the next Budget Committee Meeting.

Account #515 - Mapping - The Committee will be recommending additional funding in an effort to have Burnt Jacket mapped in a format that will allow it to be accurately presented in the E911 database. Kim advised that there are still subdivisions being created so it may not be advisable to have the maps created at this time.

Account #800 - Social and Safety - The Committee recommends removing the contribution to Eastern Area on Aging and reallocating the \$125 we had been donating to Pine

Tree Hospice who had their budget cut this past year by the County. The remaining contributions should remain intact.

Account #904 - Security - The Committee strongly urges the purchase of security cameras for the town office and community room, both interior and exterior. Kim advised that there is a light needing to be replaced on the front of the building and this would be a good opportunity to have it replaced with a motion sensor light/camera. She further advises that there is sufficient funding in the building account to fund the addition of Cameras. Maryann has researched some available models and it would seem that the Ring Cameras are the highest rated and easiest to install. A hard wired, wide angle camera with motion detector and lights can be obtained at a cost of \$300 each. An interior camera can be purchased for \$100 each. There is also a monitoring service that allows all digital data to be stored and reviewed by the town for a cost of \$200 per year. Additional information regarding the exact model of the devices, and other services covered under the monitoring service will be presented at the next Budget Committee Meeting.

Account #913 - Grounds Maintenance - There are sufficient funds available to have the brush and dead trees removed from the perimeter of the town office. Additionally it was requested that the town contract Wade Gary to repair or reconstruct the fence surrounding the building. It is requested that these works be completed, if possible, prior to the town meeting. Maryann will again endeavor to obtain volunteers for a garden clean up day and will install the window boxes on the front of the building.

3. Additional discussion was held concerning costs required for implementation of the Emergency Management Plan and the suggestion that all materials be removed from the vault and relocated to the shed in the rear of the building. The shed had been cleaned out and shelving installed two years ago; this should be sufficient area to store emergency shelter supplies for ease of access by the EMD or designated individual if she is unavailable.

4. Inquiries concerning the cost of equipment to accommodate remote municipal meeting viewing/participation in accordance with the Remote Participation Policy will be investigated by Sally and estimates submitted at the next Budget Committee Meeting.

5. The Budget Committee also requests clarification from the Select Board on communication with Weyerhaeuser regarding the purchase of property bordering the south property line of the town office. If there is still the possibility of the town acquiring the property additional funding would need to be allocated to the Property Acquisition Fund - Account #905

The next budget Committee meeting will be held on Monday, March 13, 2023 at 4:30 PM

The meeting adjourned at 11:45

Respectfully Submitted,

Maryann Herbert