

Finance Committee Meeting  
June 25, 2018

In attendance: Town Clerk, Alice Linton; Highway Superintendent, Buddy Rollins, Bookkeeper, Debby Kelley; Confidential Secretary, Debbie Parsons; Resident, Diane Aramini; Supervisor, Beth McGee  
The committee had general questions about lines in the budget and what they are for.

Supervisor McGee updated the committee on the Sand/Salt Storage Shed grant application and bookkeeper position. Alice Linton provided updates about our PILOT agreements.

**Part-time salaried positions review**

The committee will do an assessment of the following positions to prepare for budget recommendations:

Bookkeeper  
Deputy Town Clerk  
Court Clerk  
Code Enforcement Officer

The committee has asked Supervisor McGee to have each part-time appointed employee document the following information during the month of July:

Dates/Days/Times they work  
List tasks during each time  
Total number of hours for each time  
Where the work is being done- in office, home, on the road

Once completed, either Supervisor McGee or the Finance Committee should meet with each employee to discuss the position and get employee feedback, if there are methods that would make the work more efficient, what would make their work more effective for the Town, etc.?

Information for the same positions will be gathered from Danby, Caroline, and Newfield regarding the following data:

Hourly/Salary  
Amount Paid/budgeted  
Number of hours  
Where work is done  
Years of Experience  
Part time/full time  
Appointed or hired

Beth will email EOM reports and Budget vs. Actual to Finance Committee

The question was asked if elected official's salary can be decreased on a new budget in the middle of their term. Beth will find out.

Next meeting: Monday, July 9<sup>th</sup> @ 3:00

Adjourned 4:10 PM