

**MEETING MINUTES  
FINANCE COMMITTEE  
MONDAY, MARCH 11, 2024**

- 1) Call meeting to order:
  - a. 6:05pm meeting begins.
  - b. Members in attendance: Michelle Hamilton, Finance Committee Chairperson; and Eric Wu.
  - c. Town administrator, Matthew Chabot in attendance
- 2) Approval of minutes:
  - a. Minutes approved
- 3) Presentation of Fiscal Year 2025 Budgets:
  - a. Accounting
    - i. Looking to obtain a postage meter
      1. This is ultimately a cost saver
      2. It could pay for itself in its first month
      3. 5 year fixed lease of equipment
      4. it is just himself, 2 full time and 1 part time employee in his office
  - b. Fire Department / Emergency Medical Services
    - i. Asking to hire two (2) Full Time Equivalents (FTE)
      1. Potentially the Ambulance Fund could pay for these FTEs
    - ii. Payroll increase requests to cover new FTEs and raises
    - iii. New FTE could be reduced by 30% with the addition of new FTEs
    - iv. Request for software to link and streamline data. Approximate cost \$10,000 annually
4. Open discussion
  - a. Debt exclusion for BP meeting will be scheduled
5. Motion to adjourn
  - a. Meeting adjourns at 7:50pm

**\*NOTE: The Finance Committee is committed to ensure fairness, transparency, and discipline in the budget process. We welcome input from all concerned parties, and invite all departments and supervisors to attend the final FINCOM FY24 budget recommendation meeting\***



