

## Meeting of the Finance Committee of the Rutland Town Select Board

Friday, May 1 2015

Present: Joe Diction, Mary Ashcroft; also attending was Selectman John Paul Faignant.

1. The Committee considered the pay and laptop request of Emergency Management Director Martin Wasserman.

--The committee discussed the pay level, and agreed to recommend to the Board that for this year through 6-30-15, Marty be paid at the rate of \$14 per hour for time not to exceed 36 hours. We will require a detailed report of his time submitted on town time slips. This should be one in Executive Session.

--Going forward from July 1, 2015 into the new fiscal year, the Finance Committee considered a budget of \$1,000 based upon 60 hours per year at the rate of \$14 per hour. That calculates to \$840 for pay and some additional money for trainings, meetings and travel. The committee agreed that the Personnel Committee should meet with Marty to discuss whether this budget suggestion is appropriate, whether to set an hourly cap, and other matters related to his position. This should also be discussed in Executive Session.

--Mary will ask Donna Zeller what general budget line item 035536 (Emergency Manager) funds were used for last year, and whether this might be available for a laptop purchase for the Emergency Manager Position.

2. The Finance Committee discussed whether there is a policy on the purchase and use of laptops by the town for department heads, and whether those laptops can be brought home and under what circumstances. The Personnel Committee will be asked to look into such a policy for all mobile devices.

3. The Finance Committee discussed how to build a structure for step pay increases for town employees. Mary will contact the Vermont League of Cities and Town for their recommendations, templates and ideas of what other towns do.

4. The Finance committee also discussed how we as a Select Board document our own time (time slips), what is our regular meeting pay, what additional meetings are covered, and whether we should cap our time. We agreed to bring this to the Select Board for discussion at a full board meeting.

5. The Finance Committee will meet with our Town Treasurer about receiving regular updates on town budget expenditures—probably month before the full Board. We will also meet with Donna, Susan and our town's auditor Norman Ladabouche about the annual audit.

6. The Finance Committee discussed the budgeting process. We would like to meet with all department heads this summer and ask them to start looking ahead 5-10 years for work that will need to be done longer range. We will also plan to begin the regular budget process earlier, in October, so we should give department heads advance notice soon.

7. Mary had had an inquiry from Jim Hall about the budget for the Seniors. Joe will ask Mike Rowe whether this is covered by the Rec Department.

8. The Finance Committee suggests that the Personnel Committee discuss internships and whether we need a policy. Also the Assistance Town Administrator Committee should begin work on that position's job description and hiring process.

There was no further business to discuss, so the meeting was adjourned at 6PM.

Respectfully Submitted: Mary Ashcroft, Select Board Member