The meeting was called to order by Chair Lori Loughlin at 6:17 p.m.

**MINUTES:** Robert Blozie made a motion to approve the minutes of March 27, 2017 as presented. Brad Hibbard second. Vote 3 to approve, one abstain (Lori Loughlin) the minutes of March 27, 2017 as presented.

**MINUTES:** Brad Hibbard made a motion to approve the minutes of March 28, 2017 as presented. Robert Blozie second. Vote was unanimous to approve the minutes of March 28, 2017 as presented.

**BUDGET #18 POLICE:** Chief Tom O’Donnell was present to discuss his budget. Because the new hire will not begin until October 2017 at the earliest, the line item “to be hired” was decreased from $43,764 to $32,838 to reflect the projected actual salary cost. Line item “corporal promotion” was decreased from $7,695 to $2,288 at the Chief's request. The Chief explained he had increased Sgt. M. Letendre’s salary to $62,088.00 based upon contract salary schedule. The total for salary was decreased from $518,939.09 to $502,585.09 to reflect the above. There were no changes to itemized expenses. The total police department budget was modified from $598,335.09 to $581,981.09. Chief O’Donnell explained line items “vacation buy back”, “sick time buy back” and “fitness bonus” are contractual and must be budgeted for. Any unused funds from these lines will be turned back at the end of the fiscal year.

**BUDGET #39 VETERANS AGENT:** Veteran’s Agent Gary Lapine was present to discuss his budget. He said his current FY17 budget will be underfunded by approximately $10,000. With respect to the FY18 request, there are no changes to salary. Line Item “general expenses” was modified to $2000 with sub-categories to reflect his anticipated actual expenses as follows: flags for gravesites $500, grave markers $700, flags for center of town telephone poles $700 and large flags for flag poles $100. Gary is going to rework his case work expenditures to reflect current actual costs for 8 clients and add two lines for “projected additional clients.” The amount in each of these lines will be an average of the total actual spent on the 8 clients. This will give him a cushion for unexpected additional clients and will eliminate the need for a revolving account. Gary said he is confident the Town is receiving 100% of what they are due in reimbursements. No final expense figures can be determined until Gary forwards changes discussed to our secretary.
BUDGET #27 ANIMAL INSPECTOR: Animal Inspector Leah Shattuck was present to go over her budget. Salary remains at $1,300.50. Expenses changed from $500 to $350, with notation that these funds will be for rabies testing as necessary. Total wages and expenses modified to $1,650.50. Discussion regarding mileage payments. Leah says she does not put in for mileage. The Advisory Committee suggests she keep a mileage log and be compensated for her mileage expenditures in the future.

BUDGET #29 ANIMAL CONTROL OFFICER: Leah Shattuck was present to discuss the Animal Control Officer budget as well. Salary remains the same at $3,862.36. When asked if she bought the chip scanner that was discussed last year, she said she purchased it with her own money as she felt she would use it more for her own kennel than for town business. When asked if she needed any equipment she said she would like to purchase a new catch pole this year. She explained that things are going well with respect to town animals as owners are generally very responsible. As a result, she does not have to kennel animals for extended periods of time. Social media has improved her ability to locate owners of stray animals in a timely manner. She also said she may be taking a class to maintain her certification this year. Her expense budget was modified to reflect a decrease in the cost for kennel fees, food and vet bills from $1672 to $1000. A $200 equipment & supplies line was added and education and training remains at $500. Total expenses are now $1700 with the total budget $5562.36.

Lori Loughlin will reach out to missing committee members to determine a convenient date for next meeting, possibly April 12th, and will notify secretary for posting.

Brad Hibbard made a motion to adjourn the meeting. Tom Long second. Meeting was adjourned at 7:36 p.m.

Respectfully submitted,

Christine M. Long
Secretary