

October 14, 2019

Town of Lyme

Budget Meeting 6:30 P.M.

Supervisor Aubertine conducted the budget work session meeting at 6:30 p.m.

Those present included Supervisor Aubertine, Deputy Supervisor Bourquin, Councilwoman Gosier, Councilman Villa, Town Clerk Ariana Henderson, guests present were Terry Pietre from the Chaumont/Three Mile Bay Chamber of Commerce and Paul Carr from the Lyme Community Foundation.

Dan said he was impressed by the budget and stated we could adopt today if it was necessary.

Terry Pietre was present from the Chaumont/Three Mile Bay Chamber of Commerce B7710.4 and has been running the chamber for last 3 years. The moneys that they receive from the town \$4500.00 puts out the Chamber book. Their additional revenue comes from the advertising in the book along with community day's promotions, the chamber dinner, and the fireworks which are also an expense. Anything the Town does for the Chamber is well appreciated.

General A Fund

Municipal Court PS- A1110.10 changed from 3.5% to 2% raise

Court Clerk- A1110.1.1 Supervisor Aubertine suggested a 4% raise because of raises that the Court Clerk didn't receive last year.

Clerk to Supervisor-A1220.1.29 Supervisor Aubertine wanted to add a budget line item for a grant writer \$20,000.00 the rest of the budgeted amount \$20,265.00 would go to Clerk to Supervisor line.

Councilman Villa doesn't believe the Town can afford to have a grant writer. He suggested a 1099/independent contractor. He stated you can't give someone that amount of money prior to writing a grant...what if employee leaves? You can't get that money back.

Supervisor Aubertine stated she deserves a raise as clerk to supervisor and has done a great job in the past. Councilman Villa asked what her schedule was now. Scott stated 20-25 hours a week. There is a lot of phone and leg work she does to prepare information for the Board.

Supervisor Aubertine stated some of the Town Clerk and Deputy Clerk duties have spilled onto her plate and some of those duties should be given back.

Supervisor Aubertine suggested to give a 5% raise for Clerk to Supervisor. Supervisor Aubertine stated we would like to compensate her for grant writing but not in one lump sum and has to be affordable for the town.

We need to add a line for Tax Collector Deputy A1330.1.2. Town Clerk is proposing \$2000.00 for Deputy Clerk \$5963.00 for Tax Collector A1330.1. Deputy Clerk will be able to collect taxes when the Tax Collector is not available.

Paul Carr presents for the Lyme Community Foundation A6710.4. The Lyme Light took the Town Boards recommendations and made the decision to mail out the Lyme Light. The electronic copy was not working. All costs and expensive have gone up and it cost about \$13,000 to mail it out. There has been community sponsors which offsets the cost by \$4,000.00. There are more programs at the Copley House that now go on for free. They are currently putting the Copley House back to a working condition. Councilwoman Gosier was pleased to hear the programs are becoming more affordable, and the printed copy of the Lyme Light is very important. Questions were asked to why the haunted house was not put on this year. The haunted house is very successful, but the volunteers are tired. It is a huge money maker, but new ideas have to be thought of. The Board believes the Lyme Community Foundation deserves an increase in funding from last year. The Board agreed on \$9000.00.

Deputy Town Clerk A1430.1.31- Town Clerk proposed the Deputy Town Clerk's raise to \$22,000.00. She is volunteering her time and has done a great job. She goes to all of the training that the Town Clerk does and attends meetings. The Town Board agreed that this raise was appropriate.

Fire Dept. Gas- Chaumont A3410.4.1 back up to \$3000.00 and leave Three Mile bay gas the same

There was discussion on a possible deputy dog control officer. Amy Funk has accepted another job and may need help.

Summer Rec PS A7140.1.44 and A7140.1 was reduced based on what Stephanie Doney Rec Director requested. The program will be 6 weeks instead of 8 in 2020.

Discussion on the Town Historian A7510.4 regarding the \$62,000.00 to give to the Lyme Heritage Center. They don't want the comptroller to scrutinize this budget item to be wrong. What happens if a building is not bought this year with the money? They will need wording that if the Center was no longer to exist that the money will go back to the town.

Supervisor Aubertine decreased Refuse and Garbage EQ A8160.2 and Refuse and Garbage CE A8160.4 and the Board feels they would like to leave it the same as 2019.

TMB CE A8810.4.22 increase from 5100.00 to 7750.00

Put \$3500.00 toward Unemployment Insurance A9050.8

We received an annual invoice for NYS Retirement A9010.8 and Supervisor Aubertine budgeted for that amount.

We won't receive State Revenue Sharing anymore because it was less than 2% of our revenue in the budget. This is what the Governor has decided.

The Library B7410.4 has requested \$15,000 again. The Board agreed to this number.

Zoning Officer B8010.1 Jim requested the same as 2019 for his salary \$14,729 and 6,000 for the Deputy ZEO B8010.1.24.

There is questions regarding the ZBA Secretary B8810.1.14 and how much should be budgeted for her hourly wage.

Where did the 2017 flooding money go? State Aid-Other A3089

The meeting ended at 10:20 P.M.

Respectfully Submitted,

Ariana Henderson

Town Clerk

October 17, 2019

Town of Lyme

Budget Meeting 6:30 P.M.

Supervisor Aubertine conducted the budget work session meeting at 6:30 p.m.

Those present included Supervisor Aubertine, Deputy Supervisor Bourquin, Councilwoman Gosier, Highway Superintendent Patrick Weston, Town Clerk Ariana Henderson, and Clerk to the Supervisor Robin Grovesteen.

General A Fund

Clerk to Supervisor- A1220.1.29- Clerk to Supervisor Robin Grovesteen began the meeting speaking about her proposed salary raise. Robin asked for \$20,265 for Clerk to Supervisor position and \$20,000 for Grant Writer for the Town. One of the main points that Robin made was that you can't get the money you pay to the grant writer back through the grant process. It is a misconception if you pay someone to write the grant you can recoup that money through the grant. Supervisor Aubertine suggested adding a Grant line to the budget. Robin wants to be paid in a lump sum prior to her work from the grant line in the budget. There were concerns about back paying a salary or paying the salary upfront. If the salary was paid upfront Supervisor Aubertine suggested that she should sign a contract with the Town. According to Supervisor Aubertine, Councilman Villa is against the Grant Writer position. Councilwoman Gosier, Deputy Supervisor Bourquin and Supervisor Aubertine all proposed numbers for Robin's salary and discussed details about the new grant writer line item. The decision was for Robin to be paid \$17,250 for grant writer and she can request payment when she would like and also get paid \$20,449 for clerk to super, which is a 5% raise.

Highway A

Machinery EQ- DA5130.2 up to \$50,000.00 from \$30,000.00

Snow Removal- DA 5142.17 up to 20,000 from \$16,000.00

Highway B

Consolidated Highway- DB3501 change to \$150,000.00 from \$175,000.00

Resolution 2019-134: Deputy Supervisor Bourquin made the motion to use CHIPS money to buy a new one-way plow; seconded by Councilwoman Gosier; all were in favor and the motion was carried.

Resolution 2019-135: Supervisor Aubertine made the motion that we accept Bill Brown Construction to put a new roof on the Morris Tract Concession stand; seconded by Deputy Supervisor Bourquin; all were in favor and the motion was carried.

Resolution 2019-136: Councilwoman Gosier made the motion to use Fourth Coast to complete a comprehensive stamped drawing for a new highway garage spending the maximum of \$5,000.00 dollars; seconded by Deputy Supervisor Bourquin; all were in favor and the motion was carried.

Fund balance is back up to around \$3,000 for the street lighting district

The meeting ended at 9:05 P.M.

Respectfully Submitted,

Ariana Henderson

Town Clerk

Correction Statement made by Supervisor Aubertine at November 13, 2019 Regular Meeting

I would like to have this statement included in tonight's minutes.

My memory of the discussion regarding the payment for the Grant Writer position and what is in the minutes are not the same. I admit the discussion was confusing and involved a few various topics. I believe the primary discussion was on the Grant Writer position itself and not specifically the Clerk to the Supervisor, although at times, the two seemed to intertwine. After much thought about the budget work session and my revisions of the budget afterward, I believe the statement in the minutes about the "decision was for Robin to be paid \$17,250 for grant writer and she can request payment when she would like", are incorrect. I recall the discussion being that we would wait for clarification on how she, if appointed as grant writer, would have to be paid. I do not recall hearing any motions made or resolutions passed regarding anything on this discussion. If my memory fails me, I stand corrected.

Regarding the minutes stating that she "would be paid \$20,449 for Clerk to Supervisor which is a 5% raise", I do recall that to be correct. However, I would like to add that when I later reworked the budget figures for the Preliminary Budget, I was unable to stay under the tax cap without lowering both the Deputy Clerk pay and the Clerk to Supervisor pay. The General A fund balance was as low as I dared take it and I did not dare apply more sales tax, which I feel is an unstable revenue fund like all other revenues. I called Don and Julie, the two board members who attended the work session and agreed with the 5% increase and told them of my concerns and they agreed to give both positions the same 2% raise as everyone else. I do not recall any motions made or resolutions passed regarding the pay for either the Deputy Clerk or

the Clerk to Supervisor at the budget work session. The only resolution applicable would be the one in which we adopted the Final Budget for 2020. Again, if I am wrong, I stand corrected.