

Approved

**Town of Grantham
Board of Selectmen – Budget Work Session Minutes
November 9, 2015**

The budget work session started on Monday, November 9, 2015 at 4:10pm. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Present: Chairman Warren Kimball; Selectman Sheridan Brown; Selectman Constance Jones; Town Administrator Melissa White; Town Clerk/Tax Collector Rita Friedman

Review of the Town Clerk/Tax Collector's budget:

Administrator White said this was just an initial meeting to review the main part of the Town Clerk/Tax Collector's budget; that salaries would be determined at a future work session.

Town Clerk/Tax Collector Friedman stated she didn't increase her salary lines because she wasn't sure what the Selectmen were going to do. She also stated that she is retiring as of March 1, 2016, so the board would need to decide if the new Town Clerk/Tax Collector and the new Deputy would start at the accelerated wages the current employees are at.

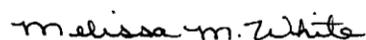
Increases are:

- Election: There will be three elections in this budget and a 10% increase from LHS (the company that is contracted with the State for elections supplies etc.)
- Travel & Training: New personnel will be required to go to state trainings. In addition, it's very beneficial for both to attend the annual conferences for the Town Clerk and the Tax Collector. Friedman stressed the importance of the new Town Clerk/Tax Collector to attend the 3-year certification program (one week over three years) and stated she increased the budget to allow for this.
- Copier: Current copier is over 10 years old and has needed more frequent servicing. The budget includes monies to lease a new one.

Friedman stated she will make sure Deputy Story is trained prior to her retirement. She recommended the Board consider hiring an assistant during the month of February to learn in advance. The budget will be reviewed to see if this can be accommodated.

Meeting adjourned at 4:30pm.

Respectfully submitted,



Melissa M. White
Town Administrator