

Meeting Minutes

October 16, 2019

I. Call to order

Janet Stowell called to order the Annual Budget Meeting of the Thetford Listers Office at 1.20 p.m. on October 16, 2019, at Listers Office, 3910 Route 113, Thetford Center Vermont, VT.

II. Roll call

The following persons were present: Board of Listers; Janet Stowell, Diane Osgood, Sean Boyce, and Lister Clerk, Terre Lefler.

Discuss Old Business. None discussed.

III. Review 209 Budget and Purpose 2020 Budget.

Lister's office still has funds remaining in our budget for the remainder of the 2019 year.

For the 2020 year each of the following line items was discussed:

1. Lister's Salaries:

A. Janet's hours will increase from 750 per year to 780.

B. Diane's hours will increase from 780 per year to 1000, as of October 16, 2019, she has exceeded her budgeted hours due to increased workload required by the State of Vermont to process HS-122 Allocations, constant changes from the State and downloads. Diane stated that her work and

the Lister's Clerk's work has blended into other departments of the town. Diane stated she may request additional hours for the remaining of the 2019 year.

C. Sean's hours will remain the same at 650 per year.

2. **Lister's Clerk Salary:** The clerk's hours will increase from 624 to 780 per year to cover the business hours of the Lister's Office.
3. **Supplies.** 2020 budget will remain the same at \$950.00. Sean suggested a shade for the office window to allow Lister's to work uninterrupted on days that are not regular business hours. Janet stated that we had money in the budget for this expense. It was discussed as a possible future purchase.
4. **Service Contracts;** Will increase to \$4,121.78 from \$3,256.00 as the cost of the ARC GIS one seat, instead of the entire town budget covering that cost as it was previously.
5. **Advertising:** Will increase from \$120.00 to \$150.00 to account for an increase in advertising fees to notify taxpayers in local newsprint.
6. **Postage:** Will remain the same as 2019, \$500.00 no increase because we still had \$303.00 remaining as of October 2, 2019. We will plan on purchasing the pre-stamped envelopes that will be used for next year's notices now to avoid future postage rate increases that typically occur each year.
7. **Dues & Meetings:** Lister training will increase from \$250.00 to \$350.00 for needed training.
8. **Professional Services:** Will remain the same at \$3500.00.
9. **Lister's Travel:** Will increase from \$200.00 to \$500.00

because the listers have exceeded this budget before the fall inspections took place and have been volunteering their travel time rather than going over budget. Janet stated that the State of Vermont had mandated that the Lister's office inspect all Sugarhouses in town that was an unforeseen increase in travel, and budgeted hours.

10. **Lister's Equipment:** Will remain the same at \$100.00.

The power cord for the digital camera can be replaced using a generic USB power block.

11. **Appeals:** Will remain the same at \$100.00, as the listers do not foresee any increase.

New Business. No new business discussed.

III. Adjournment

Janet Stowell adjourned the meeting at 2:55 PM.

Minutes submitted by Lister Clerk, Terre Lefler.

Minutes approved by Lister Chair Janet Stowell.