

**HAMPDEN ADVISORY COMMITTEE
MEETING MINUTES
December 1, 2014
Hampden Town House**

Approved January 26, 2015

Meeting called to order at 6:12pm.

Members Present – Carol Fitzgerald & Doug Boyd, Co-Chairs, Rick Rubin

Members Absent – Jamie Collins & Jeff Smith

Also Present – Eva Wiseman

Minutes – The minutes from the October 27th regular meeting and public hearing were reviewed. *Doug made a motion to approve as written. Carol seconded. The vote was unanimous, 3-0.*

Agenda Items:

Eva came in to discuss additional hours for her department and how to fund them. Carol advised Eva to staff the hours and transfer the monies necessary as the line item goes into deficit. This will be funded as a line item transfer out of the reserve account, and the line item will be permanently increased at ATM. A retroactive correction will be made back to July 1, 2014.

Admin presented mock up of requested changes to green sheets, (header, full line item numbers and sub totals for each section.) Sheet will be emailed to Jeff.

Timeline for budget meetings and public hearing date reviewed. Advisory Committee will follow last year's meeting schedule.

Salary chart was reviewed; COLA, steps and the % increase for those employees who are off the grade/step of the chart for their position

Doug motioned to approve, Carol seconded, all in favor, 3-0

Clerk will email FY16 budget request sheet, meeting schedule and salary chart to department heads.

Next meeting January 26, 2015

Rick made a motion to adjourn the meeting at 6:56pm; Doug seconded; all in favor, 3 to 0.

Respectfully Submitted,
Cindi Connors, Clerk