

**BOARD OF SELECTMEN
BUDGET WORKSHOP
THURSDAY, FEBRUARY 3, 2022
MINUTES**

The Board of Selectmen held a Budget workshop on Thursday, February 3, 2022 with Vice Chair Robert Morra presiding; Selectmen Mike Eremita, Robert DePietro, Adam Teller and Interim Administrative Officer Jim Rupert, Finance Director Jill Collins and Board of Finance Chair Emily Bradley were all present.

1. Call to Order.

R. Morra called the meeting to order at 7:00 p.m.

2. Consider and Act on Draft Resolution for the Expenditure of Remaining Funds.

R. Morra stated this was money left over from a bond package at the school a couple years ago. It was specifically stated in the original resolution that any remaining funds could be used for these specific things; cafeteria kitchen stove, energy management and lockers being upgraded.

Motion: I move the Board of Selectmen approve the draft resolution of the \$165,000 remaining funds in the previously bonded money be used for the other specific items at the school (cafeteria kitchen stove, energy management and lockers being upgraded).

By: R. Depietro

Seconded: M. Eremita

Voting: Passed unanimously.

3. Discussion on FY23 Budget:

Board of Finance - E. Bradley stated there are very minimal increases here. Money for our board clerk, advertising and limited meeting supplies.

Finance Department – J. Collins stated payroll increases that were agreed upon previously. We are not using the “Other” payroll line unless you have temporary or seasonal help per UCOA. Educational Training were hoping to be able to do a little more this year. Professional/Technical Services is for our Financial Advisor who helps with our bond and our actuaries.

Building & Land Use - J. Rupert explained that we included an organizational chart (both a current and proposed one) for this department to be covered moving forward.

Under the proposed the Building Official would be a bargaining unit position and the Chief Building Official would not be. (Kathy apparently flip flopped the colors when she did the chart).

J. Rupert has had this conversation with the current union president and they feel as long as the union is not losing a position they will probably accept this.

The Land Use Supervisor is a department head like no other. There is confidential information that this individual will have access to. So, his thinking is that this position should not be a union position.

M. Eremita asked in the past we've had a building official who has worn many different hats (Jim) and an Asst. Building Official (Randy) who service our town plus three other towns. Now on your proposed chart we have a Chief Building Official and Building Official. So, are we proposing someone who would cover your position (or some of it) and a Building Official as well and they will still cover Bolton and the other three towns?

J. Rupert replied that is correct. Willington has just signed a 3 year contract, Ashford still has a year left on their contract and were working on a new contract with Andover. The sublette work will cover a good portion of those positions mentioned above. The union will not be losing any position.

A. Teller – on the proposed chart the Building Official will be in the Supervisors Union. Who will this person be supervising?

J. Rupert answered that person will supervise the Land Use Secretary.

M. Eremita stated we might want to see if we can put the Building Official in the Non-Supervisors Union as they really aren't supervising anyone. The union would not be losing a position, just moving it from one union to another.

R. Morra- we have found that negotiating with the Supervisors Union is much easier than the Non-Supervisors as the Non-Supervisors Union is much more diversified with the positions it covers. It's difficult enough to move the non-supervisors contract forward without adding another position to it; looking at it from the administration side.

M. Eremita – (Emergency Management Director, Fire Marshal, Deputy Fire Marshal) are we looking to have a part-time positions, full-time and part-time? How are we looking to structure this?

J. Rupert – These positions are individual budgeted positions out of Land Use. My anticipation is we will end up with part-time Fire Marshal and part-time Deputy Fire Marshal. This will allow one to go on vacation and we will still be provided with coverage by the other. We also have a staff member that is interested in taking on the EMD position; is very involved with it and does 99% of the paperwork for it already and has begun taking some classes and expressed some interest in potentially taking it over as an additional role to their current one. Kathy McCavanagh is the individual and has done the EMPG Grant paperwork, helps with WebEOC and is there every time we have an emergency.

A. Teller – Land Use Budget – is there a particular issue for the increase in Professional/Technical Services? Per J. Rupert – that is the increase for the Director of Community Development and Inland Wetland Services both have increases.

Payroll – this increase is due to we are currently paying our Asst. Building Official far below what the norm is. Moving the Asst. Building Official to the Building Official in the proposed organizational chart would bring this salary to \$69,000/year and the Chief Building Official at \$95,000/year. We also budgeted for an increase (2.75%) for the Land Use Secretary which has not been negotiated yet. “Other Payroll” which represents overtime was moved into the “Payroll” line as well.

Fire Marshal – no change proposed in budget

Emergency Management – no change proposed in budget. I’m thinking the appropriate stipend for this is \$6,000 and we do get \$5,000 from the EMPG Grant.

Administration –

- Payroll- biggest increase is moving the “Other Payroll” line into this one
- Professional/Educational Training – no change
- Legal Services – no change
- Professional/Technical Svcs – reduced to \$200,000 based on history and what we think is coming
- Other Technical Svcs – increase to \$125,000 – this is what we pay for the different program maintenance agreements both a couple new ones and increases in others.
- Advertising – no change
- Office Operating – reduced
- Other Supplies – increased on our actual spending (Food for ROV during Elections, Holiday Party, Emergency Mgmt things- not office supplies)
- Equipment increased from \$15,000 to \$25,000 (computers, tablets, printers, electronics)
- Dues and Fees – \$17,000 based on anticipated need

This is an overall decrease in the budget over last year.

Zoning Board of Appeals – no change proposed

Auditing – E. Bradley – increase due to COVID reports we have had to do. We have been exempt from a Federal Audit up to now, but we may go over the amount next year so we increased this in case we have to file a Federal Audit. (This is only if we spend over \$700,000 in federal money). This may not happen.

Probate – Kathy made a mistake on this budget – too many zeros. This increased by 5% - this is what were told it may go to up to. Shared with Manchester, maybe Andover and others.

Animal Control – contracted service w/Vernon – no change.

Public Building Commission – increase in advertising. Rfp’s may have to be put out and an increase in payroll – for board clerk.

Bond and Note Expenditures #59 – for the proceeds to bond. Just to re-fund last year was \$68,000. Sometimes we include this in the bonding process other times we pay it separately. We were unsure how we wanted to handle it. Was increased to \$75,000 based on last year's number. This is somewhat of a placeholder.

BLRWPCA – this is the payment for the sewer authority.

4. Adjournment

R. Morra adjourned the meeting at 7:49 p.m.

Respectfully Submitted,

Kathy McCavanagh

Please see minutes of subsequent meetings for corrections to these minutes and any corrections hereto.