

**TOWN OF BOLTON
BOARD OF SELECTMEN
BUDGET WORKSHOP #1
TUESDAY, JANUARY 17, 2023 – 9:45 A.M.
CALL IN NUMBER: 1-929-205-6099
MEETING I.D.: 840 2997 7907**

1. Call to Order.
2. Budgets:
 - Town Building Operations
 - Highway
3. Adjourn.

Accounting Codes	TOWN BUILDING OPERATIONS	Unaudited		Request for	Proposed
		Actual Expenditures	Approp. for this year		
	Category	2021-2022	2022-2023	2023-2024	2023-2024
51610	Payroll	379,614	406,913	415,326	
51620	Other Payroll	29,954	29,990	35,570	
51630	Overtime	33,539	38,952	40,005	
53200	Professional Educational Training	1,191	1,750	1,750	
54300	Repairs & Maintenance Services	55,983	69,600	73,400	
55300	Communications	24,653	28,150	27,800	
55301	Postage	4,924	5,000	6,000	
56010	Supplies	31,648	0	0	
56100	Repairs & Maintenance Supplies	9,033	72,075	74,075	
56210	Heating Fuel	57,377	59,500	69,250	
56220	Electricity	63,174	74,378	81,205	
56900	Medical Expenses	182	730	730	
56930	Uniforms & Supplies	2,494	4,108	4,108	
57300	Equipment	33,394	12,000	12,000	
57320	Vehicles	1,631		0	
58100	Dues & Fees	400	500	500	
	Total	729,191	803,646	841,719	0

Any Change (+/-) in a category please explain.

By: John Butrymovich

Decision Package # 1 out of # 8
#1 being the most important to fund

Department: Buildings & Grounds

Subject: Contract raises

Explain proposed addition here (programs or services added and their effect on hours, etc.):

Due to negotiated raises

Explain why this particular item was selected:

Quantify categories that are added/funded:

Budget Category	Addition Amount	Staffing Impact	Comments
Payroll	8,413		
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment			
Other (specify line item)			
Total	8,413		

Summary:

Raises

Decision Package # 2 out of # 8
#1 being the most important to fund

Department: Buildings & Grounds

Subject: Other Payroll raises

Explain proposed addition here (programs or services added and their effect on hours, etc.):

Increased because of rise in minimum wage and \$0.25 raise per hour for returning summer staff

Explain why this particular item was selected:

Quantify categories that are added/funded:

Budget Category	Addition Amount	Staffing Impact	Comments
Payroll	5,580		
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment			
Other (specify line item)			
Total	5,580		

Summary:

We historically give returning staff a 25 cent raise.

Decision Package # 3 out of # 8
#1 being the most important to fund

Department: Buildings & Grounds

Subject: Overtime

Explain proposed addition here (programs or services added and their effect on hours, etc.):

Negotiated raises

Explain why this particular item was selected:

Quantify categories that are added/funded:

Budget Category	Addition Amount	Staffing Impact	Comments
Payroll	1,053		
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment			
Other (specify line item)			
Total	1,053		

Summary:

Negotiated raises will also effect the overtime line.

Decision Package # 4 out of # 8
#1 being the most important to fund

Department: Buildings & Grounds
Services

Subject: Repairs & Maintenance

Explain proposed addition here (programs or services added and their effect on hours, etc.):

The main reason for the increase to this lines is the addition of maintenance agreements for the finance dept.'s printers and vendors charging more because of inflation.

Explain why this particular item was selected:

Quantify categories that are added/funded:

Budget Category	Addition Amount	Staffing Impact	Comments
Payroll			
Professional/ Technical Services			
Repairs & Maintenance Supplies	3,800		
Office Operating Expenses			
Other Supplies			
Equipment			
Other (specify line item)			
Total	3,800		

Summary:

Decision Package # 5 out of # 8 .
#1 being the most important to fund

Department: Buildings & Grounds

Subject: Postage

Explain proposed addition here (programs or services added and their effect on hours, etc.):

We were under funded this FY due to the Reg. of Voters sending out a few mailings and a second tax bill mailing.

Explain why this particular item was selected:

Quantify categories that are added/funded:

Budget Category	Addition Amount	Staffing Impact	Comments
Payroll			
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment			
Other (specify line item)	Postage 1,000		
Total	1,000		

Summary:

I doubt the ROV will have mailings but a second tax bill is possible.

Decision Package # 6 out of # 8
#1 being the most important to fund

Department: Buildings & Grounds

Subject: Beach Sand

Explain proposed addition here (programs or services added and their effect on hours, etc.):

Every three years we add sand to the beach at INP. We put off doing it last year.

Explain why this particular item was selected:

Quantify categories that are added/funded:

Budget Category	Addition Amount	Staffing Impact	Comments
Payroll			
Professional/ Technical Services			
Repairs & Maintenance Supplies	2,000		
Office Operating Expenses			
Other Supplies			
Equipment			
Other (specify line item)			
Total	2,000		

Summary:

Decision Package # 7 out of # 8
#1 being the most important to fund

Department: Buildings & Grounds

Subject: Natural Gas

Explain proposed addition here (programs or services added and their effect on hours, etc.):

Our CNG rep feels that we should increase our budget by 10% due to increase costs

Explain why this particular item was selected:

Quantify categories that are added/funded:

Budget Category	Addition Amount	Staffing Impact	Comments
Payroll			
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment			
Other (specify line item)	Heating Fuel 9,750		
Total	9,750		

Summary:

Decision Package # 8 out of # 8
#1 being the most important to fund

Department: Buildings & Grounds

Subject: NRMC

Explain proposed addition here (programs or services added and their effect on hours, etc.):

Until the portable offices are installed we must fund NRMC with it being occupied

Explain why this particular item was selected:

Quantify categories that are added/funded:

Budget Category	Addition Amount	Staffing Impact	Comments
Payroll			
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment			
Other (specify line item)	Electricity 6,827		
Total	6,827		

Summary:

Decision Package # 1 out of # 3 .
#1 being the first one to take (least impact)

Department: Town Buildings Operations – Option not in submitted budget

Explain proposed reduction (programs or services reduced or eliminated and its effect on hours, etc.):

Having Indian Notch Open on Labor Day

Explain why this particular item was selected: Attendance on Labor day is historically low unless the weather is hot. We would save overtime and other payroll

Quantify categories that are reduced:

Expenditure Category	Reduction Amount	Staffing Impact	Remarks
Payroll	\$1175.00 Plus life guards	No overtime for a maintainer, one less day of pay for S. H.	Cost of park being open this day is more than revenue Rec. receives
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment			
Other (specify line item)	Aprox. \$25.00	Electricity	Won't run lights, well and sewer pump
Total	\$845.00		

Summary:

One less day the Park is available for use.

Decision Package # 2 out of # 3 .
#1 being the first one to take (least impact)

Department: Town Buildings Operations – Options not in submitted budget

Explain proposed reduction (programs or services reduced or eliminated and its effect on hours, etc.):

Reduce the equipment line by\$2,000.00. we will put off replacement of some of our smaller equipment. Was planning on replacing our DR.Mower Trimmer but can put it off for another year

Explain why this particular item was selected:

Of the three cuts this would be the one I would do only if necessary

Quantify categories that are reduced:

Expenditure Category	Reduction Amount	Staffing Impact	Remarks
Payroll			
Professional/ Technical Services			
Repairs & Maintenance Supplies			
Office Operating Expenses			
Other Supplies			
Equipment	\$2,000.00		
Other (specify line item)			
Total			

Summary:

The DR save use time especially clearing around the stone walls at the farm. We would have to do this by hand which takes a lot longer.

Decision Package # 3 out of # 3
#1 being the first one to take (least impact)

Department: Town Buildings Operations - Option not in submitted budget

Explain proposed reduction (programs or services reduced or eliminated and its effect on hours, etc.):

Ballfield Preparation

Explain why this particular item was selected: Now that there is no long youth baseball using the fields, we would propose changing the level of how the fields are prepped for the season. We would make them safe for use but not game ready. In doing this we can reduce the amount of materials used but not lose the fields if needs change.

Quantify categories that are reduced:

Expenditure Category	Reduction Amount	Staffing Impact	Remarks
Payroll			
Professional/ Technical Services			
Repairs & Maintenance Supplies	\$3,000.0 for clay and marking lime	Less time spent	Little loss of services
Office Operating Expenses			
Other Supplies			
Equipment			
Other (specify line item)			
Total	\$3,000.00		

Summary:

Low impact to services provided.

TOWN BUILDINGS OPERATIONS

CATEGORY	22 - 23	23 - 24	INCREASE
Regular Payroll	\$406,913.00	\$ 415,326.00	\$ 8,413.00
Other Payroll			
Part-time Help	\$29,990.00	\$ 34,970.00	\$ 4,980.00
Longevity	<u>\$ 600.00</u>	<u>\$ 600.00</u>	<u>\$ -</u>
	\$30,590.00	\$ 35,570.00	\$ 4,980.00
Overtime			
Holiday Pay	\$2,542.00	\$ 2,593.00	\$ 51.00
Emergency OT	<u>\$36,410.00</u>	<u>\$ 37,412.00</u>	<u>\$ 1,002.00</u>
	\$38,952.00	\$ 40,005.00	\$ 1,053.00
Prof. Educational Training			
Conferences	\$750.00	\$ 750.00	\$ -
Training	<u>\$1,000.00</u>	<u>\$ 1,000.00</u>	<u>\$ -</u>
	\$1,750.00	\$ 1,750.00	\$ -
Repair & maint. Services			
Alarm monitoring	\$4,800.00	\$ 5,700.00	\$ 900.00
CEN line maintenance	\$1,200.00	\$ 1,200.00	\$ -
Copier Maint.(Town Hall)	\$5,000.00	\$ 4,800.00	\$ (200.00)
Copier Maint.(Finance)	\$4,025.00	\$ 6,000.00	\$ 1,975.00
Copier Maint. (Clerks)	\$2,300.00	\$ 2,100.00	\$ (200.00)
Copier Maint.(Tax Office)	\$500.00	\$ 500.00	\$ -
Copier Maint.(FH)	\$375.00	\$ 1,000.00	\$ 625.00
Copier Maint.(Seniors)	\$1,250.00	\$ 1,400.00	\$ 150.00
Postage Meter Lease	\$4,600.00	\$ 4,600.00	\$ -
Map Copier Maint.	\$2,100.00	\$ 2,100.00	\$ -
Town Web Page Service	\$1,300.00	\$ 1,300.00	\$ -
Generator Maint	\$5,000.00	\$ 5,500.00	\$ 500.00
Vault Maint.	\$550.00	\$ 600.00	\$ 50.00
Buildings	\$20,500.00	\$ 21,500.00	\$ 1,000.00
Equipment	\$4,000.00	\$ 4,000.00	\$ -
Grounds	\$5,000.00	\$ 4,000.00	\$ (1,000.00)
Telephone System Maint.	\$1,600.00	\$ 1,600.00	\$ -
Notch Rd Well System Cost	<u>\$5,500.00</u>	<u>\$ 5,500.00</u>	<u>\$ -</u>
	\$69,600.00	\$ 73,400.00	\$ 3,800.00

Communications

Fire House	\$3,100.00	\$ 3,300.00	\$ 200.00
Garage	\$1,100.00	\$ 1,100.00	\$ -
Library	\$1,800.00	\$ 1,900.00	\$ 100.00
Town Hall	\$6,100.00	\$ 5,400.00	\$ (700.00)
N.R.M.C.	\$3,300.00	\$ 3,800.00	\$ 500.00
Herrick	\$3,500.00	\$ 3,700.00	\$ 200.00
I.N.P.	\$700.00	\$ 1,000.00	\$ 300.00
B & G Garage	\$900.00	\$ 1,000.00	\$ 100.00
Troopers	\$850.00	\$ 1,800.00	\$ 950.00
BHF	\$800.00	\$ 800.00	\$ -
CEN Lines	\$6,000.00	\$ 4,000.00	\$ (2,000.00)
	<u>\$28,150.00</u>	<u>\$ 27,800.00</u>	<u>\$ (350.00)</u>

Postage \$5,000.00 \$ 6,000.00 \$ 1,000.00

Supplies

Misc.	\$4,000.00	\$ 4,000.00	\$ -
Cleaning Supplies	\$9,000.00	\$ 9,000.00	\$ -
General Repairs(Town Hall)	\$3,500.00	\$ 3,500.00	\$ -
General Repairs(NRMC)	\$5,000.00	\$ 5,000.00	\$ -
General Repairs(Library)	\$6,000.00	\$ 6,000.00	\$ -
General Repairs(Fire House)	\$6,000.00	\$ 6,000.00	\$ -
General Repairs(BHF)	\$5,000.00	\$ 5,000.00	\$ -
General Repairs(Garage)	\$2,750.00	\$ 2,750.00	\$ -
General Repairs(Troopers.)	\$2,750.00	\$ 2,750.00	\$ -
General Repairs(Parks)	\$8,000.00	\$ 8,000.00	\$ -
Grounds	\$9,000.00	\$ 9,000.00	\$ -
Swim Area	\$2,000.00	\$ 4,000.00	\$ 2,000.00
Trucks and Equipment	\$7,575.00	\$ 7,575.00	\$ -
Recreation	\$1,500.00	\$ 1,500.00	\$ -
	<u>\$72,075.00</u>	<u>\$ 74,075.00</u>	<u>\$ 2,000.00</u>

Heating Fuel			
Town Hall	\$6,200.00	\$ 6,820.00	\$ 620.00
Library	\$5,100.00	\$ 5,610.00	\$ 510.00
Garage	\$7,000.00	\$ 7,700.00	\$ 700.00
N.R.M.C.	\$21,200.00	\$ 23,320.00	\$ 2,120.00
Fire House	\$7,100.00	\$ 8,200.00	\$ 1,100.00
Herrick	\$2,500.00	\$ 5,500.00	\$ 3,000.00
B & G Garage	\$6,000.00	\$ 6,600.00	\$ 600.00
Troopers	\$2,900.00	\$ 4,000.00	\$ 1,100.00
Propane	\$1,500.00	\$ 1,500.00	\$ -
	<u>\$59,500.00</u>	<u>\$ 69,250.00</u>	<u>\$ 9,750.00</u>
Electricity			
Garage	\$9,500.00	\$ 9,000.00	\$ (500.00)
Ballfields	\$3,000.00	\$ 2,700.00	\$ (300.00)
Fire House	\$9,400.00	\$ 9,400.00	\$ -
Gazebo	\$653.00	\$ 650.00	\$ (3.00)
Herrick	\$5,575.00	\$ 5,500.00	\$ (75.00)
I.N.P.	\$640.00	\$ 600.00	\$ (40.00)
Library	\$7,500.00	\$ 7,500.00	\$ -
N.R.M.C.	\$2,125.00	\$ 10,000.00	\$ 7,875.00
Town Hall	\$6,500.00	\$ 6,500.00	\$ -
Tennis Courts	\$1,830.00	\$ 2,200.00	\$ 370.00
Lions	\$755.00	\$ 755.00	\$ -
Troopers	\$1,100.00	\$ 1,100.00	\$ -
BHF	\$300.00	\$ 300.00	\$ -
Energy upgrade	\$0.00	\$ -	\$ -
Streetlights	\$25,500.00	\$ 25,000.00	\$ (500.00)
	<u>\$74,378.00</u>	<u>\$ 81,205.00</u>	<u>\$ 6,827.00</u>
Medical Expenses			
First Aid Supplies	\$730.00	\$ 730.00	\$ -
Uniforms and Supplies			
Boots	\$625.00	\$ 625.00	\$ -
Uniforms	\$2,808.00	\$ 2,808.00	\$ -
Summer help shirts	\$675.00	\$ 675.00	\$ -
	<u>\$4,108.00</u>	<u>\$ 4,108.00</u>	<u>\$ -</u>
Equipment	\$12,000.00	\$ 12,000.00	\$ -
Professional & Business Training			
Dues	\$500.00	\$ 500.00	\$ -
TOTALS	<u>\$804,246.00</u>	<u>\$ 841,719.00</u>	<u>\$ 37,473.00</u>

OTHER PAYROLL & OVERTIME

Other Payroll --Summer Help

# of People	Hourly Wage	Hours/Wk	# of Weeks	Wages
2	\$15.00	40	13	\$15,600.00
1	\$17.00	40	13	\$8,840.00
1	\$20.25	40	13	\$10,530.00
				<u>\$34,970.00</u>

Overtime

Holiday Pay

4th of July

8 Hours of double time for maintainer.	\$451.00
8 Hours of double time for maintainer.	\$451.00
8 Hours Lead Maintainer	\$ 544.00
8 Hours of double time for maintainerli.	\$510.00
10 Hours of double time for maintainerli.	\$637.00
	<u>\$2,593.00</u>

Emergency Over Time

About 560 hours of Emergency over time pay for snow and call ins.

\$37,412.00

TOTALS

\$40,005.00

REFUSE SERVICES
2022/ 2023

PART-TIME PAYROLL

\$3,630.00

*

8 months, 2x a month plus shred day and 2x with two attendants

Operations at Residential Collection Center

RECYCLING

\$0.00

actuals from fy 21/22

* 50 Pulls x \$180/Pull	\$9,000.00	42 \$154.50 per pull
Tire Collection	\$500.00	\$155.00
CFC Collection	\$675.00	\$432.00
Leaf & Brush Collection	\$750.00	\$5,240.00 Includes large logs from Highway Dept. & Storm debris
Propane Tanks	\$700.00	\$255.00
Oil/Antifreeze/Batteries	\$550.00	\$395.00

TIPPING PICK-UP

General Refuse & Bulk Waste
Contract Public Buildings

REFUSE PICKUP

\$-

Current contract with contractor

HAZARDOUS WASTE

\$-

\$-

Bolton share of MidNEROC should be \$4,504.00????

TOTALS

BOLTON BUDGET WORKSHOP

HIGHWAY DEPARTMENT

NO. 24

Code 4303	HIGHWAY DEPARTMENT	Unaudited		Approp. for this year	Request for	Proposed by Selectmen
		2021-2022	2022-2023			
Accounting Codes	Category	Actual Expenditures				
51610	Payroll	316,273	357,125	363,904		
51620	Other Payroll	0	3,000	3,000		
51630	Overtime	59,285	63,192	64,930		
53200	Professional Educational Training	0	100	500		
54300	Repairs & Maintenance Services	22,156	40,000	44,000		
54304	Tree Trimming	58,662	60,000	40,000		
54305	Road Sweeping	15,365	17,000	17,000		
54306	Catch Basin Cleaning	12,650	12,000	14,000		
54411	Waste Water Removal	4,960	6,000	6,000		
55010	Shared Services	250	300	300		
56010	Supplies	322	400	400		
56100	Repairs & Maintenance Supplies	24,464	28,500	31,500		
56260	Diesel Fuel & Gasoline	52,002	48,700	74,000		
56910	Sand & Salt	62,434	75,000	84,000		
56930	Uniforms & Supplies	3,218	4,300	43,000		
57300	Equipment	4,524	3,000	3,000		
57500	Road Repairs	319,508	284,000	335,000		
58100	Due & Fees	75	200	200		
	Total	956,148	1,002,817	1,124,734		0

Any Change (+/-) in a category please explain.

By: Lance Dimock