

ADVISORY COMMITTEE MEETING

Tuesday, February 23, 2021

6:30 PM

Virtual, via Zoom

Members present: Brian Boyle, Omid Gharony, Bob Guerriero, Ann Hurd, Craig Lauer, and Bill Nickles

Members absent: None

Call to order: Chairman Boyle called the meeting to order at 6:30 PM. The entire meeting can be viewed by going to:

<https://bolton-ma.vod.castus.tv/vod/?video=a76ea2e6-5fc3-4880-9231-256e1fd33b0b>

Agenda Item #1: Town Moderator – Budget item 114

- *Doug Storey presented the budget.*
- Total budget requested is \$50, which is level funded from last year.
- The funding is for membership in the Massachusetts Moderators Association.
- **MOTION:** Omid Gharony moved to approve the Town Moderator budget as presented, for a total of \$50; seconded by Bob Guerriero. **VOTING IN FAVOR:** Brian Boyle, Bob Guerriero, Craig Lauer, Ann Hurd, Bill Nickles and Omid Gharony. **VOTED AND PASSED UNANIMOUS (6-0).**

Agenda Item #2: Board of Assessors – Budget item 141

- Jeffrey Nichols and Kelly Garlock presented the budget.
- Total budget requested is \$152,688, which is a 3.99% decrease from previous fiscal year.
- Stipend and Wages have increased due to COLA and a step increase.
- Purchase of Services is down 9.02% because they do not have training related expenses this year.
- The Training line item is for continuing education, which is required for licensing.
- Software support is for the three tax related platforms that are required while GIS is for mapping. GIS is also used by the Planning and Conservation committees, so Board of Assessors pays a portion. The GIS program must be at a certain level as required by the Commonwealth.
- **MOTION:** Craig Lauer moved to approve the Board of Assessors budget as presented, for a total of \$152,688; seconded by Ann Hurd. **VOTING IN FAVOR:** Brian Boyle, Bob Guerriero, Craig Lauer, Ann Hurd, Bill Nickles and Omid Gharony. **VOTED AND PASSED UNANIMOUS (6-0).**

Agenda Item #3: Town Clerk, Elections and Street Listing / Registrars – Budget items 161, 162 and 163

- Pam Powell presented the budgets.

- Town Clerk total budget requested is \$111,407, which is 2.15% increase from previous fiscal year.
 - Salary, stipend and wages are up 2.72% due to COLA.
 - Purchase of Services is for the Post Office Box.
 - Software support is for the bylaws program that is used.
- Elections total budget requested is \$6,035, which is a 43.76% decrease from previous fiscal year.
 - They will have one town election and one state election this fiscal year.
 - The budget decrease is due to not having a national election this year.
- Street Listing / Registrars total budget requested is \$3,150, which is a 7.27% increase from previous fiscal year.
 - The increase is in Purchase of Services.
 - With CARES Act and other grants, Pam was able to upgrade some voting equipment.
- **MOTION:** Craig Lauer moved to approve the Town Clerk, Elections and Street Listing / Registrars budgets as presented, for a total of \$120,592; seconded by Omid Gharony. **VOTING IN FAVOR:** Brian Boyle, Bob Guerriero, Craig Lauer, Ann Hurd, Bill Nickles and Omid Gharony. **VOTED AND PASSED UNANIMOUS (6-0).**

Agenda Item #4: MIS – Budget item 155

- Paul McKenzie presented the budget.
- MIS total budget requested is \$58,549, which is a 2.48% decrease from previous fiscal year.
- Purchase of services is a fixed fee for IT consulting services.
- Repair costs are being held at \$600.
- Web services is for the Google Suite of tools.
- Equipment is leased. Did not move forward with a server upgrade in the library because they have had little traffic due to COVID. It is expected that this upgrade will happen in the future.
- **MOTION:** Craig Lauer moved to approve the MIS budget as presented, for a total of \$58,549; seconded by Ann Hurd. **VOTING IN FAVOR:** Brian Boyle, Bob Guerriero, Craig Lauer, Ann Hurd, Bill Nickles and Omid Gharony. **VOTED AND PASSED UNANIMOUS (6-0).**

Agenda Item #5: Transfer request

- \$11,065.79 requested for accrued legal services.
- This was expected and discussed in past meetings.
- **MOTION:** Bill Nickles moved to approve the Transfer request as presented, for a total of \$11,065.79; seconded by Craig Lauer. **VOTING IN FAVOR:** Brian Boyle, Bob Guerriero, Craig Lauer, Ann Hurd, Bill Nickles and Omid Gharony. **VOTED AND PASSED UNANIMOUS (6-0).**

Agenda Item #6: Meeting minutes

- Advisory committee meeting minutes from February 9, 2021 were presented.

- **MOTION:** Ann Hurd moved to approve the meeting minutes as presented; seconded by Omid Gharony. **VOTING IN FAVOR:** Brian Boyle, Bob Guerriero, Craig Lauer, Ann Hurd, Bill Nickles and Omid Gharony. **VOTED AND PASSED UNANIMOUS (6-0).**

Agenda Item #6: Minuteman Regional Vocational Tech – Budget item 302

- Ed Bouquillon presented the budget.
- Minuteman Regional Vocational Tech budget is \$664,408, which is a 12.25% increase from previous fiscal year.
- Total operating budget is up 2.4% to \$20,731,416. The \$664k is Bolton's contribution (assessment) to the total budget.
- Chapter 70 aid and regional transportation aid are both down from previous fiscal years. Transportation aid is down due to the lack of transportation needs because of COVID.
- Currently enrollment is operating with a waiting list as enrollment is exceeding expectations. Bolton has 15 students currently enrolled.
- Electric and heat utility costs are up which is consistent with other public buildings due to COVID requirements such as the need for increased air circulation.
- There was a decrease in the number of para professionals and support staff required due to less demand.
- **MOTION:** Craig Lauer moved to approve the Minutemen Regional Vocational Tech budget as presented, for a total of \$664,408; seconded by Omid Gharony. **VOTING IN FAVOR:** Brian Boyle, Bob Guerriero, Craig Lauer, Ann Hurd, Bill Nickles and Omid Gharony. **VOTED AND PASSED UNANIMOUS (6-0).**

Agenda Item #7: Nashoba Regional School District – Budget item 301

- Pat Marone presented the proposed budget which is not finalized and could change.
- Total expenditure is \$59,022,941, which is a 1.71% increase from previous fiscal year.
- The proposed assessment for Bolton is up 2.94% from previous fiscal year.
- Expenditure highlights:
 - Health insurance is increasing approximately 5%.
 - Transportation is increasing approximately 8%.
 - Increase in heat and utility costs due to COVID requirements.
 - Athletic costs are low due to the lack of activities.
- There was a discussion about upcoming legal costs for the school district.
- There was general agreement that we need to coordinate better with the school committee to better understand the budget.
- **As this is a budget proposal only, no vote was taken.**

Agenda Item #8: Capital Requests

- Rob Freswick presented the capital requests for Nashoba Regional School District.
- Adding a 3rd boiler to improve the efficiency of the heating system. This would not qualify for the Green community grant money.

- Duct cleaning at Emerson School is proposed to improve the overall air quality of the building. This does not qualify for CARES Act money because it is maintenance as opposed to a new addition.
- The smoke detectors at Sawyer need to be replaced. If all are replaced at once as opposed to individually it lowers overall cost.

Adjourn: **MOTION:** Craig Lauer moved to adjourn at 8:41; seconded by Omid Gharony.

VOTING IN FAVOR: Brian Boyle, Bob Guerriero, Craig Lauer, Ann Hurd, Omid Gharony and Bill Nickles. **VOTED AND PASSED UNANIMOUS (6-0).**

Approved by the Advisory Committee