

ADVISORY COMMITTEE MEETING

March 7, 2023

6:30

Virtual, via Zoom

Members present: Brian Boyle, Craig Lauer, Bob Guerriero and Bill Nickles

Call to order: Chairman Boyle called the meeting to order at 6:00 PM. The entire meeting can be viewed by going to:

[Bolton Access TV – Advisory Committee Meeting](#)

Agenda Item #1: Tax Collector

- Michelle Carlisle is presenting the budget.
- Salary reflects an increase due to the Town wage study.
- Michelle is certified so she receives a stipend.
- All items other than salary is level funded.
- Postage increased but office supplies line item went down so remained level funded.
- Tax taking expense is for the required advertising and recording of public announcements. Doing takings 2x a year instead of once and collection has improved. Taking process begins after someone is 5 or 6 quarters behind on taxes.
- Motion to approve Tax Collector budget by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**

Agenda Item #2: Treasurer / Human Resources / Benefits

- Kristen Noel is presenting the budget.
- 145 – Treasurer
 - Longevity – any employee that works for 10 years receives an additional longevity payment added to existing compensation. Two additional employees have reached that milestone.
 - Postage line item has decreased because she is using postage through town hall.
 - Tax title expense – once tax taking has been recorded the property goes into Tax title there are expenses associated with this foreclosure process.
 - Bank charges – not necessary to add charges to this line item currently but might be needed for FY25.
 - Revolving fund is used to recoup fees associated with the process if someone pays back taxes.
 - Motion to approve Treasurer budget by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**
- 147 – Human Resources
 - Completely level funded
 - Motion to approve Human Resources budget by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**
- 710 / Debt Service

- Status quo and have not done any new borrowing and have lowered our debt service.
 - Motion to approve Debt Service budget by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**
- 911 WRRRA (Worcester Regional Retirement Assessment)
 - Big increase in funding with a big factor being a new accidental disability policy.
 - No real discretion on this item.
 - Motion to approve 911 WRRRA budget by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**
- 913 Unemployment Compensation
 - No budget number.
 - Motion to approve Unemployment Compensation budget by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**
- 914 Health Insurance
 - Enrollment went down as employees switched to Medicare. Because of this our cost is increasing 7% instead of the 13% that was expected.
 - Group dental is flat, or level funded.
 - OPEB reflects an increase of 72%. This is due primarily to two factors; first, town voted years ago to reimburse employees for part b Medicare for anyone hired before May of 2007 and this was not being accounted for, second, market performance has negatively impacted funding calculation.
 - Motion to approve Health Insurance budget by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**
- 915 Life Insurance
 - Level funded.
 - Motion to approve Life Insurance budget by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**

Agenda Item #3: Town Administrator

- Don Lowe is presenting the budget.
- 122 Selectboard
 - Opioids fund is an addition to the budget. Every city and town to receive some level of funds from the class action settlement. This will net out as there will be income of an approximate equal amount.
 - Motion to approve Selectboard budget by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**
- 123 Town Administrator
 - Salary and wages increase is reflective of the Town wage study.
 - Compensation reserve is still needed as one agreement is outstanding.
 - Motion to approve Town Administrator budget by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**
- 151 Legal Services
 - Not anticipating labor counsel in FY24.
 - Level funded.

- Motion to approve Legal Services budget by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**
- 192 Town Hall
 - Not a lot has changed in this budget.
 - Increase in heating and electric costs.
 - Purchase and services increase is due to Division of Weights and Measures which the state was paying for but no longer is paying.
 - Motion to approve Town Hall budget by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**
- 195 Town Reports
 - \$700 decrease in budget as we are producing fewer reports.
 - Motion to approve Town Reports budget by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**
- 912 Workers Compensation
 - Motion to approve Treasurer budget by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**
- 945 Other Insurance
 - All the numbers have been verified.
 - Motion to approve Treasurer budget by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**

Agenda Item #4: Capital Requests

- Don Lowe is presenting.
- One year plan:
 - Most of the capital requests will be paid for by ARPA funds.
 - DPW buildings is the majority of the requests and is reflective of the building study done several years ago.
 - ARPA funds would be approved by the Selectboard and outside of a Town warrant, exception is the Florence Sawyer work.
- Five-year plan:
 - Fire truck will be in FY25.
 - Library is folded up under DPW as they take care of buildings.
 - EV vehicles do not make sense currently for a fire truck.

Agenda Item #5: Advisory Business

- Board of Assessors budget needs to be revoted.
 - Brian Boyle received clarification on the numbers.
 - Motion to approve Board of Assessors budget by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**
- Advisory Reserve Fund
 - \$150k in reserved fund.
 - Decreasing reserve fund down to \$100k
 - Motion to approve Reserve Fund by Craig Lauer, seconded by Bob Guerriero; **VOTED AND PASSED UNANIMOUS (4-0).**
- There was no vote on Advisory minutes.

- Meeting adjourned at 7:48.

Approved by the Advisory Committee