

ADVISORY COMMITTEE MEETING

Tuesday, February 7, 2023

6:30 PM

Virtual, via Zoom

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

Members absent: Greg Myers

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

[Advisory, Feb. 7, 2023 - YouTube](#)

Agenda Item #1: Conservation Commission budget (171)

- Town Conservation Agent Rebecca Bucciaglia presented the Conservation Commission budget.
- Wages reflects an increase of \$4,318 for a total of \$69,628, which includes a step increase and COLA adjustment.
- The Purchase of Services line item reflects an increase of \$590 for a total of \$7,140 which includes consultant fees and the ecological assessment of local ponds.
- The training line item was decreased by \$300 to \$500 to reflect actual training costs for the last several years.
- The advertising line item was increased by \$30 to \$130.
- The equipment line item was increased by \$110 for a total of \$610 due to the increasing costs of repairs and also includes the purchase of a backpack sprayer.
- The Land maintenance line item, which covers the costs associated with maintaining conservation properties, reflects an increase of \$9,840 for a total of \$16,840 to accommodate the removal of trees around several local dams.
- The Land Capital Improvements line item reflects an increase of \$9,020 for a total of \$10,020 which includes new work repairing trails and water crossings on conservation properties. This funding will also allow access to a \$40,000 grant.
- **MOTION:** Craig Lauer moved to approve the Conservation Commission budget for a total of \$107,318; seconded by Bill Nickles. **VOTING IN FAVOR** Brian Boyle, Bob Guerriero, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (4-0).**

Agenda Item #2: Library budget (610)

- Bob Zak presented the Library budget.
- The Salary and Wages line items reflect an increase of \$37,538 for a total of \$363,178, which includes a step increase and COLA adjustment. This also includes an increase of 5 hours per week for the librarian.

- The Purchase of Services line item, which covers the fee for the library to be a part of the MAARS network, was increased by \$283 for a total of \$12,181.
- The Professional Development line item was increased by \$40 to \$500 to cover training costs.
- The Heat line item reflects an increase of \$3,550 for a total of \$23,000 to account for rising heating costs.
- The Electricity line item reflects an increase of \$7,673 for a total of \$30,043 to account for rising electricity costs.
- The Software Support line item was increased by \$336 to \$2,464 to cover the costs of a new router license fee.
- The Supplies line was increased by \$618 to \$8,405 to purchase a new router.
- The Books line item reflects an increase of \$2,241 to \$86,482. The Library staff recommends that 17.5% of the total library budget be allocated to the purchase of new books each year.
- The Travel line item has returned for FY24 at \$1,000, now that travel and meetings have resumed.
- The Town Accountant, Ninotchka Rogers, requested that line items 5241 (Repairs) and 5242 (Repairs and Maintenance) be combined to simplify the Library budget.
- **MOTION:** Omid Gharony moved to approve the Library budget as presented, for a total of \$534,654; seconded by Craig Lauer. **VOTING IN FAVOR** Brian Boyle, Omid Gharony, Bob Guerriero, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (5-0).**

Agenda Item #3: MIS budget (155)

- Paul McKenzie discussed the MIS budget.
- Paul reported that in order to retain cybersecurity insurance, the town is required to include endpoint protection on all town computers. Paul also reported that computer lease costs will be increasing in FY24. The costs for endpoint protection and computer leases were not captured in the budget spreadsheet, so a vote on the MIS budget was deferred until the budget spreadsheet can be updated with new MIS budget numbers.

Agenda Item #4: Council on Aging budget (541)

- Panny Gerken presented the Council on Aging budget.
- The Salary and Wages line item reflects an increase of \$18,418 for a total of \$98,144, which includes a COLA increase as well as an additional 3 working hours for support staff.
- The Purchase of Services line was decreased by \$4,250, which was moved into the Supplies line item.
- **MOTION:** Craig Lauer moved to approve the Council on Aging budget as presented, for a total of \$113,995; seconded by Omid Gharony. **VOTING IN FAVOR** Brian Boyle, Omid Gharony, Bob Guerriero, and Craig Lauer. Bill Nickles recused himself from the vote. **VOTED AND PASSED. UNANIMOUS (4-0).**

Agenda Item #5: Building Inspector budgets (241, 243, 244)

- Mike Sauvageau presented several Building Inspector budgets.
- Building Inspector (241)
 - Salary and Wages line was increased by \$1,271 for a total of \$34,143 to include a COLA increase.
 - The Training was increased by \$320 to cover increased training costs.
- Plumbing and Gas Inspector (243)
 - Purchase of Services for the Plumbing and Gas Inspector was increased by \$582 for a total of \$19,983.
- Wiring Inspector (244)
 - Purchase of Services for the Wiring Inspector was increased by \$675 for a total of \$23,316.
- **MOTION:** Craig Lauer moved to approve the Building Inspector budgets as presented; seconded by Bob Guerriero. **VOTING IN FAVOR** Brian Boyle, Omid Gharony, Bob Guerriero, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (5-0).**

Agenda Item #6: Advisory Committee Business

- Minutes from the 10 January and 17 January Advisory Committee meetings were reviewed and approved.
- **MOTION:** Craig Lauer moved to approve the meeting minutes; seconded by Bob Guerriero. **VOTING IN FAVOR** Brian Boyle, Omid Gharony, Bob Guerriero, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (5-0).**
- Omid Gharony made a suggestion that town departments should apply for more grants and in the future should report the status of grant applications as part of the annual budgeting process.

Adjourn: Meeting was adjourned at 8:07 PM

Approved by the Advisory Committee