

ADVISORY COMMITTEE MEETING

Tuesday, January 12, 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 6:31 PM. The entire meeting can be viewed by going to:

<https://www.youtube.com/watch?v=c1Vc77kmEuI>

Agenda Item #1: Animal Control budget (292)

- Town Animal Control Officer Phyllis Tower described the role of the Animal Control Officer and the Animal Control Inspector.
- Phyllis presented her budget.
- All items were level funded, except Wages that included a 2% cost-of-living increase.
- **MOTION:** Ann Hurd moved to approve the Animal Control budget as presented, for a total of \$21,490; seconded by Bob Guerriero. **VOTING IN FAVOR:** Brian Boyle, Omid Gharony, Bob Guerriero, Ann Hurd, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (6-0).**

Agenda Item #2: Accountant budget (135)

- Town Accountant Ninotchka Rogers presented her budget.
- The main differences between the FY18 budget and the proposed FY19 budget are as follows:
 - Salary will go from \$66,909 to \$70,321 due to a step increase and a COLA adjustment.
 - Purchase of Services will go from \$2,000 to \$0 because this item covers the actuarial analysis of the town's OPEB (Other Post-Employment Benefits) liability, which only occurs every other year.
 - The Audit line will increase from \$16,500 to \$20,000 due to an increase of the vendor cost (Melanson), as it is at the end of a 3-year agreement. Other towns have been consulted and the price seems in-line.
 - All other items are level funded.
- Ninotchka discussed the possibility of adding an additional capability to the existing VADAR financial software that would allow for the direct scanning of invoices into the system. One-time only software costs are \$2,490. Brian Boyle suggested that we revisit this suggestion at the end of the budget planning cycle and review the available funds at that time.

- **MOTION:** Craig Lauer moved to approve the Accountant budget as presented, for a total of \$100,126; seconded by Omid Gharony. **VOTING IN FAVOR:** Brian Boyle, Omid Gharony, Bob Guerriero, Ann Hurd, Craig Lauer, and Bill Nickles **VOTED AND PASSED. UNANIMOUS (6-0).**

Agenda Item #3: Tree Warden budget (294)

- Town Tree Warden Mark Caisse described the Tree Warden responsibilities.
- Mark Caisse presented his budget.
- All items are level funded, except for a 2% COLA increase in the Salary line.
- Responding to a question about the costs associated with police details, Mark explained that police details often come from other towns based on the availability of Bolton Police. Those details that come from the Bolton Police are charged at a reduced rate.
- **MOTION:** Ann Hurd moved to approve the Tree Warden budget as presented, for a total of \$52,185; seconded by Craig Lauer. **VOTING IN FAVOR:** Brian Boyle, Omid Gharony, Bob Guerriero, Ann Hurd, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (6-0).**

Agenda Item #4: Department of Public Works budgets (190, 293, 421, 422, 423, 424, 433, 450, 491, 692)

- DPW Director Randy Heglin presented the following budgets with assistance from Leslie Caisse:
- Town Buildings (190)
 - FY22 request is level funded except for the Repairs and Maintenance line, which is increased from \$116,992 to \$117,000 to round to a whole thousand.
 - Brian Boyle asked why the FY20 actual expenditures seemed low compared to other years. This was due to some deferred maintenance that year that reduced expenditures.
 - Ann Hurd asked for a description of maintenance requests for FY21 and anticipated needs for FY22. Randy doesn't have that information for FY21 but has a goal to provide the FY22 information.
 - **MOTION:** Craig Lauer moved to approve the Town Buildings budget as presented, for a total of \$141,550; seconded by Bob Guerriero. **VOTING IN FAVOR:** Brian Boyle, Omid Gharony, Bob Guerriero, Ann Hurd, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (6-0).**
- Traffic Lights (293)
 - Randy noted the irregular billing for the new traffic lights at the Wattaquaddock Hill Road intersection that makes cost forecasting challenging. The Committee agreed to wait and see the FY21 expenses and then decide if the FY22 funding should be adjusted.
 - FY22 request is level funded.
 - **MOTION:** Craig Lauer moved to approve the Traffic Lights budget as presented, for a total of \$1,800; seconded by Bill Nickles. **VOTING IN FAVOR:** Brian Boyle, Omid Gharony, Bob Guerriero, Ann Hurd, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (6-0).**

- Highway (421)
 - Randy described some of the DPW highway responsibilities.
 - Brian Boyle asked if Snow & Ice funds can be used to repair vehicles that are damaged due to winter operations. Randy confirmed that the Snow & Ice funds can be used for this purpose.
 - Highway is level funded except for the following lines:
 - A 0.96% decrease in salary and a 2.81% increase in wages.
 - Increase in the Electric line from \$6,500 to \$8,500 to more accurately reflect actual expenditures in past years.
 - Increase in the telephone line from \$5,000 to \$6,500 to more accurately reflect actual expenditures in past years.
 - Decrease in the Supplies line from \$10,100 to \$10,000 to round to the nearest thousand.
 - Decrease in the Parts/Supplies line from \$10,120 to \$10,000 to round to the nearest thousand.
 - **MOTION:** Bob Guerriero moved to approve the Highway budget as presented, for a total of \$844,235; seconded by Bill Nickles. **VOTING IN FAVOR:** Brian Boyle, Omid Gharony, Bob Guerriero, Ann Hurd, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (6-0).**
- Construction and Maintenance (422)
 - Brian Boyle asked if Chapter 90 funds can be used to cover construction and maintenance costs. Randy explained that typically Chapter 90 funds are used for larger projects and not the types of projects covered by the Construction and Maintenance budget.
 - Construction and Maintenance budget is level funded from FY21.
 - **MOTION:** Ann Hurd moved to approve the Construction and Maintenance budget as presented, for a total of \$209,100; seconded by Omid Gharony. **VOTING IN FAVOR:** Brian Boyle, Omid Gharony, Bob Guerriero, Ann Hurd, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (6-0).**
- Snow & Ice (423)
 - Currently, the Snow and Ice budget has approximately \$12,000 remaining for the rest of FY21 so it is expected to be over-budget.
 - Snow and Ice budget is level funded from FY21.
 - **MOTION:** Craig Lauer moved to approve the Snow and Ice budget as presented, for a total of \$180,000; seconded by Omid Gharony. **VOTING IN FAVOR:** Brian Boyle, Omid Gharony, Bob Guerriero, Ann Hurd, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (6-0).**
- Street Lighting (424)
 - Street Lighting budget is level funded from FY21.
 - **MOTION:** Bob Guerriero moved to approve the Street Lighting budget as presented, for a total of \$8,100; seconded by Craig Lauer. **VOTING IN FAVOR:** Brian Boyle, Omid Gharony, Bob Guerriero, Ann Hurd, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (6-0).**

- Transfer Station (433)
 - Randy requested that the Wages – Overtime line be increased from \$5,000 to \$9,000 to reflect actual expenditures in recent years. This is due to a highway employee with a required license being needed on busy days.
 - The Committee noted that the FY22 request in the Trash Disposal Line seemed high compared to previous years' expenditures. Brian Boyle suggested reducing the FY22 amount from \$90,000 to \$85,000.
 - All other lines are level funded from FY21.
 - **MOTION:** Bob Guerriero moved to approve the Transfer Station budget as adjusted during the meeting, for a total of \$225,950; seconded by Omid Gharony. **VOTING IN FAVOR:** Brian Boyle, Omid Gharony, Bob Guerriero, Ann Hurd, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (6-0).**
- Water (450)
 - Brian Boyle suggesting reducing the SWDA Assessment line from \$5,500 to \$5,000 to reflect actual expenditures in recent years.
 - **MOTION:** Omid Gharony moved to approve the Water budget as adjusted during the meeting, for a total of \$5,000; seconded by Craig Lauer. **VOTING IN FAVOR:** Brian Boyle, Omid Gharony, Bob Guerriero, Ann Hurd, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (6-0).**
- Cemetery (491)
 - Leslie Caisse noted that some tree removal work needs to be done around some of the Bolton cemeteries.
 - Cemetery budget is level funded from FY21.
 - **MOTION:** Omid Gharony moved to approve the Cemetery budget as presented, for a total of \$8,000; seconded by Craig Lauer. **VOTING IN FAVOR:** Brian Boyle, Omid Gharony, Bob Guerriero, Ann Hurd, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (6-0).**
- Celebration/Memorial Day (692)
 - Celebration/Memorial Day budget is level funded from FY21.
 - **MOTION:** Bill Nickles moved to approve the Celebration/Memorial Day budget as presented, for a total of \$2,800; seconded by Omid Gharony. **VOTING IN FAVOR:** Brian Boyle, Omid Gharony, Bob Guerriero, Ann Hurd, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (6-0).**
- Randy Heglin previewed the DPW capital requests, which are:
 - \$250,000 to replace a 46,000 GVW dump truck with plow. Randy noted that the majority of this purchase could be covered with Chapter 90 funds, and the town would only be responsible for the plow and plow frame.
 - \$115,000 for a 1-ton truck and plow.
 - \$30,000 to replace damaged concrete pavers in the Library driveway with an asphalt driveway.
 - \$50,000 for a comprehensive facilities assessment for all town buildings. This would include Town Hall, the Public Safety Building, the Houghton Building, Library, and DPW building. Schools would not be included.

- The Committee discussed the desire to have a capital plan for vehicle purchases. Don Lowe is encouraging this with town departments.

Agenda Item #5: Advisory Committee business

- The next Advisory Committee meeting will take place on January 19, 2021.

Adjourn: **MOTION:** Omid Gharony moved to adjourn at 8:25 PM; seconded by Craig Lauer.
VOTING IN FAVOR: Brian Boyle, Omid Gharony, Bob Guerriero, Ann Hurd, Craig Lauer, and Bill Nickles. **VOTED AND PASSED. UNANIMOUS (6-0).**

Approved by the Advisory Committee