

ADVISORY COMMITTEE MEETING

Tuesday, January 30, 2018

7:00 PM

Town Hall – Selectmen’s Meeting Room

Members present: Ann Hurd, Ted Kirchner, Joe Myerson
and Brian Boyle

Members absent: Connie Benjamin; Brad Cote

Call to order: Joe Myerson called the meeting to order at 7:02 PM. The entire meeting can be viewed by going to:

http://new.townhallstreams.com/stream.php?location_id=75&id=15391

Agenda Item #1: Board of Assessors (141)

- The Board of Assessors (Jeffrey Nichols and Charlotte Johnson-Zembko) and the Assistant Assessor (Cynthia Bradbury) presented their budget.
- The Stipend/Wages component is increasing 2.0% to \$57,257 due to a cost of living increase.
- The Purchase of Services line item is increasing 5% from \$75,400 to \$79,175. This line item is primarily used to pay a company called RRG ([Regional Resource Group Inc.](#)) that provides professional and technical assistance to supplement the work done by our Board of Assessors and Assistant Assessor. The town is on a three-year contract, and we will be going out to bid for the next three years, beginning with FY19. For this budget cycle, the Assessors built in a buffer of 5% to account for uncertainty in the bidding process. We pay RRG a fixed cost every month.
- The Software Support line item is decreasing from \$3,855 in FY18 to \$1,274 in FY19. However, Cynthia Bradbury advised us that this decrease is a one-time occurrence; it is due to a conversion in software from CSC to Tyler Technologies.
- The GIS line item (\$3,000) is to pay for services from Cartographics. The costs include \$500 in maintenance and \$2,500 for a GIS map update. Although we likely will not spend the full \$3,000 in FY18 because Cynthia does not think a full map update is warranted, we will spend the full amount in FY19 due to high levels of activity in town.
- Charlotte Johnson-Zembko noted that Bolton’s elected assessors do considerable unpaid work for the town. If the town were working with a vendor other than RRG, we likely would not be allowed to use the elected assessors to do that work.
 - **MOTION:** Ted Kirchner moved to approve the Board of Assessors budget (141) as submitted for a total of \$143,196; seconded by Ann Hurd. **VOTING IN FAVOR:** Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (4-0).**
- Jeffrey Nichols explained that the Overlay account consists of monies that are set aside to pay for abatements and other assessor costs that arise over the course of

the year. He said that they have a couple of years' worth of Overlay funds to return to the town in the total amount of \$101,984.47.

- Jeffrey Nichols also provided a very preliminary prognosis about a 2-3% increase in the residential valuation.

Agenda Item #2: Advisory Committee Business

- Town Accountant update:
 - Ninotchka advised us that she moved \$485 from the Town Hall telephone budget (line 192-5340) and moved it to the Council on Aging's telephone budget.
 - Ninotchka also advised us that we still have to vote on: Moderator (114), Advisory (131), Reserve Fund (132), Human Resources (147), Fire Department (220), Dispatch (299), Snow & Sand (423), Debt (710/752), and Health Insurance (914).
 - We agreed that the capital requests should be addressed as soon as the Capital Planning Committee is ready to meet with us and provide their recommendations.
- Transfer Request: \$8,865.78 from the Advisory Reserve Fund to the Legal (151) budget.
 - This transfer request is to pay for legal bills for the month of December 2018. We received invoices with summary information about the legal services that were rendered.
 - **MOTION:** Ted Kirchner moved to approve the transfer request in the amount of \$8,865.78; seconded by Brian Boyle. **VOTING IN FAVOR:** Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (4-0).**

Adjourn: **MOTION:** Ann Hurd moved to adjourn at 8:01 PM; seconded by Ted Kirchner. **VOTING IN FAVOR:** Ann Hurd, Ted Kirchner, Joe Myerson, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (4-0).**

Documents Referenced

Departments' FY19 budget submissions

Handout from the Board of Assessors regarding the Valuation and Tax Summary for FY18
Summary invoices for legal services rendered in December 2017

Approved by the Advisory Committee