

Finance Committee Meeting Minutes

March 28, 2023 Finance Committee Meeting

Finance Committee in Attendance: Peter Roache, David Carpenter, Kevin Perry, Jacob Stebbins, Susan Lorenz, Rachael Dingus, and Robert Rendon via Zoom

Board Of Selectmen in Attendance: Ken Pacheco, Leonard Hull, and Peter Caron

Town Administrator: Michael Mullins

Town Accountant: Sirena Amaral

- I. Call to Order Roll Call – all recorded as present – Pledge of Allegiance
- II. 422 - Highway Department
 - a. Full Time Salary – moved partially
 - b. Various accounts – will be removed
 - c. 5240 – maintenance & oil purchases
 - i. Any way to quantify 5-yr average for budget? No, equipment replaced at need
 - d. Traffic control – need for details – not highway dept decision
 - e. Assistant – hours increased – no additional benefits, just hrly increase – move her time to full-time salary
 - f. Gas & Diesel – over budget, expected to be \$27,000 total
 - g. 5530 Public Work supplies – Gravel, loom, other materials – will need to purchase additional materials for grading, maintenance.
 - h. 5340 Communications – now up in with cell phones
- III. Snow & Ice – no real questions
- IV. Street Cleaning / Stormwater:
 - a. 5270, 5850, 5870 – zeroed out – moved to Dept 422
 - b. 5303 - Off duty police details – for stormwater cleaning streets
 - c. 5530 public works supplies – for drainage – numbers still be finalized
 - d. 5315 – Contractual disposal – new contract and additional for \$5,000 for vacuum truck for removal of debris.
- V. Dept 435 – Transfer Station – New operating budget for Transfer Station
 - a. Recycling rolled into budget difficult to separate
 - b. 5303 – only mattress disposal – included storage trailer/ dumpster.
 - c. Revenues - \$65,000 for FY 2024 projected Transfer Station. \$290,000 total revenues
 - d. 5105 – Salary landfill attendant – additional time open, plus offering wage increase ofr potential new candidate.
- VI. Dept 209 – Forestry – no questions
- VII. Council on Aging / Prime Time:
 - a. Collections – how are collections
 - b. Office Supplies & Communications
 - c. Tuition Rates – different rates for residents \$40/day; non-residents \$50/day; and Bristol Elders \$50 for now.
 - d. Office Supplies – switched printers to using toners – now that COA in Prime Time Bldg ,

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Town Clerk-Dighton, MA they aren't getting office supplies available at old locus

MAY 04 2023

Time: 8:00am

By: N. [Signature]

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- e. Ratio of attendees – 5 residents, 9 non-residents at Prime Time
 - f. Mthly revenues - \$4,700 / month
 - g. Town subsidy - \$100K – Council on Aging taking on more responsibility for Prime Time
 - h. 20 clients is the max client to staff ratio; if current 14 clients attend at 3 days per week, that would be breaking even point.
- VIII. Board of Assessors:
- a. Salaries – reflects 2% increase
 - b. Overtime – reduced to \$500
 - c. No Clothing allowance increase
 - d. Equip repair – removed from budget – not used
 - e. Prof & Technical - used for seminars & classes
 - f. Map – costs increase plus map update
 - g. Interim valuation
 - h. Wireless Communication – appraisal for utilities and cable
 - i. Office Supplies – pchsd envelopes pre-stamped
 - j. Travel mileage decrease
 - k. Dues & Subscriptions – now all board members covered .
 - l. What amount of continuing education – 28 hrs every 2 years
 - m. Increasing exemption for seniors will increase overlay expense
 - i. Married exemption threshold is \$32,000 in assets – principal residence excluded, secondary home included.
 - ii. Income limits single \$29,823, married \$41,370
- IX. Board of Health – Dept 510:
- a. Changes in staffing structure for FY 2024
 - b. How many hours does operations mgr have -10 / week – when will operations manager position be hired – currently in the works – at beginning of process.
 - c. Office manager – no change – clerical contract.
 - d. Professional & Technical – result from removing board of health administration dept – now all under board of health.
- X. Solid Waste Collection & Disposal:
- a. \$126,000 increase in FY 2023, starting to level out
 - b. Well testing – annual by contract – trying to reduce costs
 - c. In the middle of current solid waste contract – 1 year left – up through Fiscal year 2025.
- XI. Development & Industrial – planning on 2nd networking event and other local business outreach.
- XII. Conservation Commission – dept 171:
- a. Why 6% increase in wages? To keep in line with inflation
 - b. Professional & Technical – planning on increased legal due to Forest Hill Estates
 - c. Clerical assistant – 5 hours / week. Clerical union position.
- XIII. Historical Commission: - no questions
- XIV. Town Historian: - no questions
- XV. Cable Commission:

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- a. \$10,000 for Equipment Repairs – expected replacement of main server. The commission budget is funded by Comcast. Server expected to replace in FY2025
 - b. Can finance committee authorize transfer out of PEG acct without going to a Town Meeting process or Special Town meeting? Fin Comm members recommended earlier replacement of Server. Town Administrator proposed increasing amount of Cable Commission warrant submittal to include \$13,000 cost for server.
- XVI. Town Moderator: - no questions.
- XVII. Finance Committee – no questions.
- XVIII. Reserve Fund – No questions – level funding at \$55,000.
- XIX. Still several small departments, Plus sewer commission to resolve.
- XX. Snow & Ice –
- XXI. Berkley Bridge – maintenance \$1,000 recommended by Town administrator, per highway department superintendent
- XXII. Recommended Dates 04/27 for budget recommendations by Fin Com, 05/02, 05/04.
- XXIII. Motion to adjourn: made, seconded, and voted approved unanimously.