

Finance Advisory Committee Meeting Minutes: December 18, 2023

Present were:

Lou Alvarez, BOS
Dee Daley, PB
Walker Farrey, ZBA
Mitch Gluck, FAC
Dennis Howe, Chair, FAC
Luke Moran, FAC
Jason Somero, BOS
Shawn Talbot, Chair, BOS
Joe Woodworth, FAC

Planning Board

- Dee reviewed the Planning Board expenses.
- Legal Fees:
 - \$5k for housing/cluster legal fees
 - \$15k for Planning Board defense funds (e.g., silver scones)
 - Discussion around overflow; BOS will assume expenses over and above the budgeted \$20k.
- ClearGov Capital Improvement Budgeting Tool
 - Joe, Debbie, and Dee have been evaluating the ClearGov Capital Improvement tool
 - Both the Capital Budgeting and Transparency modules are appropriate, but the team felt that we may not be able to take advantage of both modules during FY24.
 - Recommendation to purchase ClearGov Budgeting Only in FY24, and then plan for ClearGov Transparency in 2025.
- Much discussion around liability accounts (reimbursable).
 - -626 is for Postage related to hearings. This is typically reimbursable.
 - Plan to include \$0.00 in all reimbursable accounts

Zoning Board

- Walker reviewed the Zoning Board of Appraisals budget
- ZBA is planning for \$24k in legal expenses based on the last two year expenditures, and incoming legal expenses.
- Notices and Postage (reimbursable) were set to \$0.00
- Question on whether we need to include \$1.00 on the reimbursable accounts (Debbie)?
- Discussion on QBR. Walker was not familiar with the QBR process; need to make sure the ZBA is included in quarterly expense summaries.

Specific Department Account-line Reviews

- Elections and Registrations. Keepers of the Checklist
 - FY24 will have two (2) sessions, two (2) primaries, and two (2) elections, a big increase over FY23. Labor, mandatory training, etc. increased accordingly
 - A minor hourly rate adjustment was recommended to match the chair and supervisor wage rates. No decision pending further review.

- Treasurer
 - Discussion on a salary adjustment for Treasurer. No decision pending further review.
- Building & Planning
 - Discussion on a salary adjustment for the Building Inspector. No decision pending further review.
 - iWorq planning software is being procured in FY24 as the BPO transitions to BS&A (both must be funded). This will be the last fiscal year for funding the iWorq tool.
- Welfare
 - Discussion on a salary adjustment for the Welfare Department. No decision pending further review.
- Pool
 - Detailed review of the Pool Department budget
 - Pool Department is purchasing a laptop (~\$1k) and scheduling software (~\$250) to coordinate resources. Currently a personal system is being used.
 - Discussion on travel. Travel is required on a weekly basis to pick up chemicals for the pool. Shawn suggested looking into delivery options, as well as picking up in bulk.
 - Chemical expenses were significantly higher than FY23.
- Heritage
 - Heritage was underspent in FY23. Jason, a member of the Heritage Commission indicated that they had intentionally depleted the funds and next year we will not have that savings available.

COLA / Wage Adjustment Discussion

- The team discussed the impact of adjusting wages before adding COLA (if any).
- The proposal is to not add COLA after wage adjustment.
- Further considerations are required

Meeting Adjourned

The meeting was adjourned at 9:00pm.