

Minutes

Finance Committee

February 17, 2022

Meeting called to order at 7:01 PM by Doug Butler

Present by ZOOM Meeting: Brian Cusack, Dan Sherman, Bill Boodry, Aimee Forsythe, Evan Kenney, Tarae Howell and David Mastroianni, Zachery Sletterink, Joseph Bertrand, Edward Bean, and Doug Butler

Absent: Dennis Hogan, Don Ravenelle, Stefan Chase, and Jim Sullivan

Also, in Attendance: Town Administrator Stephen P. Maio, Town Accountant Kevin Gill, Police Chief Steven Skory, Chief Information Officer Todd Bowden, Library Director Catherine MacDonald and Library Board of Trustee Chair Tim Healey.

- 1) Public Participation: None
- 2) Motion to approve minutes of the minutes for the January 20,2022 Town Hall Budget Subcommittee meeting Zachery Sletterink Seconded by Tarae Howell and so voted.
- 3) Motion to approve minutes of the minutes for the January 27,2022 Police Department Budget Subcommittee Full Finance Committee meeting by Aimee Forsythe Seconded by Bill Boodry and so voted.
- 4) Motion to approve minutes of the minutes for the January 27,2022 Full Finance Committee meeting Bill Boodry Seconded by Daniel Sherman and so voted.

Budgets were reviewed with the following noteworthy comments:

- I) **Town Council Budget:** Town Council Budget will increase 2.99% over the FY2022 budget, it was noted that the Community and Economic Development Officer position's hours were increased by 10%.
- II) **IT Department:** Subcommittee Chair Cusack commented that he is impressed upon how such a small staff handles the IT needs of the Town. The calculation of charge backs to the different departments needs to be reviewed in the future. The budget increase is \$10,035 over FY 2022 or 2.7%.

- III) **Police Department:** Subcommittee Boodry presented a review of the budget. It was noted that the budget increase of \$411,135 included \$38,000 for the return of the Independence Day Festivities, \$50,000 for the storage of Body Camera Footage, 86,000 in Holiday pay to cover the cost of a new Federal Holiday (Juneteenth) as well as correcting a past deficiency in this line item as well as funding an FY 2022 CARES offset \$18,750 which will now be covered by the TAX Levy (increase of the mental health clinician's) hours.
- IV) **Library:** Subcommittee Chair Dan Sherman and member Tarae Howell noted that the increase of \$65,465 included the return of Sunday hours and would cover the Library's necessary "book budget" per State guidelines.
- V) **Retirement:** Dan Sherman noted that the increase of \$466,409 was necessary to remain on the current actuarial schedule for fully funding by 2036, however, the market returns for 2020 and 2021 could lead to smaller increases in the future.
- VI) **Veterans Budget:** Town Administrator Steve Maio indicated that the Town Council would not lower the Recipients line item for Fiscal 2023 but would review in Fiscal 2024. Dan Sherman requested further information to review.

5) Committee Comments:

- a) The School department will present its initial budget at the next meeting (March 3, 2022).
 - b) The March 17th meeting will be moved to March 16, 2022 at 7PM
 - c) Steve Maio reminded the subcommittees to schedule with their respective budget groups prior to the next meeting.
- 6) Motion to adjourn at 8:11 P.M by Bill Boodry seconded by Evan Kenney and so voted.

Steve L.P. Maio

**Minutes
Library Subcommittee
January 26, 2022 – 7:00PM
ZOOM**

Meeting called to order by Library Board of Trustees Chair Tim Healy at 7:07pm

FinComm Members Present: Dan Sherman - Sub Committee Chair, Tarae Howell Sub Committee member

Catherine MacDonald, Library Director, presented the proposed budget. Highlights for FYE23:

- 1) Personal Services will be going up 3.2% due to negotiated increases. There are two unions. One represents virtually the entire staff. The contract runs from 7/1/2021 through 6/30/2024. The other is much smaller, perhaps 2 or 3 people, and runs from 7/1/2020 through 6/30/2023. The Director has her own contract.
- 2) Contractual Services is going up 8.3% (\$20,386). The primary drivers are
 - a. Building Maintenance – HVAC \$4,500
 - b. Building Maintenance & Improvements \$3,198
 - c. Professional Services software, printing, book binding \$9,987
 - d. Automated Network Services (NOBLE) \$2,701
 - e. Building Maintenance Supplies custodial, sanitary, grounds, hardware, HVAC filters, lighting \$1,300
 - f. Books & Publications \$1,000

Dan and Tarae left the meeting at 7:30 pm.