Board of Selectmen
Municipal Office Complex
Meeting Rooms 1 & 2
February 16, 2022
Via YouTube
Special Budget Workshop Meeting Minutes

Selectmen Present: I. Haines; E. Dill; T. Govert
Also Present: S. Hedler; L. Zemienieski, and other members of the public via virtual media

1. First Selectman Haines called the Board of Selectmen's meeting to order at 5:30 p.m. Ms. Zemienieski advised that, while the meeting was being recorded and would be posted on YouTube, it was not being broadcast live due to a technical issue.

2. 2022-2023 General Budget Review Workshop

   A. Public Works

      1. General Highways: Public Works Superintendent Hedler provided an overview of the Public Works General Highways Department's responsibilities. He reviewed their 2021-2022 Major Service Level Accomplishments and 2022-2023 Major Service Level Goals. He reviewed the Department's proposed Operating Budget.

         In response to an inquiry by Ms. Haines, Ms. Zemienieski clarified the Temporary Employee expense charge made in 2021-2022. Mr. Hedler stated that he had reduced the "Purchased Professional Services - Safety Services" budget line because the contractor had completed a safety manual for the department last fiscal year. He advised that the contractor will continue to provide two audits per year and will update the safety manual annually.

         Mr. Hedler briefly reviewed the increase in the Propane Fuel and Line Paintings expenses. He stated that the $35k increase in "Other Supplies (Garage Supplies)" was in recognition of what had been actually spent historically and relative to the cost of the equipment supplies he keeps on-hand as back-up.

         Mr. Hedler responded to several questions. There was a brief discussion regarding the uniforms expense and Ms. Haines advised that she and Mr. Hedler had determined that it would be prohibitive to cancel the existing contract; consequently, they will let it run its term before pursuing competitive bids.

      2. Snow Removal: Mr. Hedler advised that, historically, the Snow and Ice Removal budget was based on a 5-year rolling average. He noted, however, that for FY2022-2023, he had elected to keep the budget fixed. Ms. Govert noted that any surplus remaining in the Snow and Ice budget in the spring was generally rolled over into the Tree Removal budget.

         Mr. Hedler responded to several questions. In response to an inquiry from Mr. Dill, he provided the schedule of snow removal at Town properties and schools as well as the roads.

3. Transfer Station: Mr. Hedler reviewed the Department's 2021-2022 Major Service Level Accomplishments and the 2022-2023 Major Service Level Goals. He reviewed the Department's proposed Operating Budget. He noted that increase in Wages & Salaries was based on union contract negotiations. In a response to an observation noted by Ms. Haines, Mr. Hedler acknowledged that there was a typo in the Salaries & Wages line and he would correct it to reflect a 2.5% increase. He noted that the increase in the Electricity expense was due to running an additional compactor at the Transfer Station.

   Mr. Hedler noted "Purchased Property Services – Refuse Removal" covers tipping fees and the cost of renting temporary compactors and stated that the increase was contractually required. There was a general discussion regarding isolating the expense for refuse removal and moving the temporary compactor rental expense to "Purchased Other Services – Equipment (Compactor Rental)".

   Mr. Hedler and the Board members discussed a realistic fee for accepting tires at the Transfer Station.

4. Tree Care Removal: Mr. Hedler noted that the proposed FY2022-2023 budget for Tree Removal had remained flat. In response to a question raised by Ms. Govert, he provided an update on Eversource's tree removal work in Town.

5. Public Works/Transfer Station Capital: Mr. Hedler reviewed the Public Works and Transfer Station's vehicle and equipment capital requests. In response to a question raised by Mr. Dill, he confirmed that he relies on years-of-service over mileage driven for vehicle maintenance/replacement decisions.

   Mr. Hedler stated that there is an atypically long lead-time on the receipt of ordered vehicles and equipment. There was a general discussion regarding the pros and cons of replacing the Elgin Sweeper ($267.9k) vs. contracting out for the service.

   There was a brief discussion regarding the Annual Road Reclamation & Repaving project and Materials capital requests. Mr. Hedler stated he would email the Selectmen a copy of the 2022-2023 road reclamation/repaving work schedule. The Selectmen and Mr. Hedler also spoke about an anticipated 50% matching grant for the $1.99M Falls Basham Road Culvert capital project.

3. Public Comment: There were no public comments brought up at the meeting or submitted electronically.

4. Adjournment: There being no additional business to discuss, a motion was made by Ms. Govert, seconded by Mr. Dill, to adjourn the meeting at 7:00 p.m. Unanimous aye.

Recorded

Respectfully submitted,
Eric Dill, Secretary