

**Board of Selectmen
Budget Work Session
Meeting Minutes
November 29, 2022**

Present: James Bailey, Chairman (arrived at 3:00 pm); Iris Campbell, Selectwoman; Richard Pelletier, Selectman; Laura Buono, Town Administrator

In Attendance: Samantha Gallo, Patricia Welch-Bush, Chelsea Mather, Scott Yeaton, Luke Levesque

1. FULLER LIBRARY

Samantha Gallo presented the library budget for 2023; highlights follow:

- A. The budget is showing a payroll increase of 2.5%. The Book Group line increased to \$1,200 for the year.
- B. Patricia Welch-Bush (Project Lift) is looking for a \$2,300 increase that will cover computer instruction programs.
- C. Clock maintenance was added for 2023. This is budgeted about every 3 years.
- D. The balance of the budget remained the same.

2. PARKS & RECREATION

Scott Yeaton presented the 2023 Parks & Recreation budget to the Board. Highlights follow:

- A. The biggest increase to the budget is in the wage line. The balance of increases in the budget is due to the cost of doing business.
- B. There is now a Parks Committee and Ms. Buono is recommending merging the Kemp Park Committee into the Parks Committee.
- C. Camp Manahan budget is driven by the summer program. Next season the goal is to hire more lifeguards so the weekends can be staffed. Ms. Buono suggested a future discussion regarding adult security during the days and weekends.
- D. Ms. Buono said the town is reimbursed by the Manahan Trust for improvements, maintenance, and telephone line.

3. TRANSFER STATION

Luke Levesque presented the Transfer Station Budget for 2023. Highlights follow:

- A. Overall Transfer Station Budget shows a 1% increase.
- B. Luke is still waiting for a set of radios for the Transfer Station. This cost may be added to the 2023 budget.
- C. Two trailers are needed at the station. Each trailer at this time will cost \$130K, the cost has increased by over \$40K since last year. The current trailers, one will be kept as a spare and the other will be sold. Ms. Buono will be looking for ways to fund the trailers not through through taxation.

4. PROJECT GENESIS

Chelsea Mather presented her 2023 budget. Highlights follow:

- A. Chelsea has secured grant money for \$112,500 and of that she is allowed to put \$70,000 toward a full-time position. Another part of the grant was to use \$40,000 for certification for 5 people, but she is down to 3 people. Chelsea is talking to the grant staff to see if she can allocate the \$40,000 towards payroll, no firm answer has been provided yet. Once this grant has approval, applying for another grant becomes easier if the need is proven. Application for the grant is every 2 years.
- B. The decrease in the wage line is because of less staff. With Project Genesis moving to a new site, the layout of the space allows for less staff, up to 2 to 3 staff members versus the need for 5 staff members. Interns from College are also used. Currently there is 3 full time staff members including Chelsea and an opening for a 32-hour position and another for a 24-hour position.

Chairman Bailey arrived at 3:00 pm

- C. The move to the new facility is scheduled for December 19 & 20. Upgrades to the space are currently underway. Rental contract is being negotiated.
- D. Chelsea explained the Juvenile Diversion cases has taken a hit, she would receive \$350 per case and now she's not seeing a lot of cases which affects her revenue stream. Eventually the Diversion program will be turned over to the State. At this time assessment workers are determining whether a juvenile that has been in trouble will be referred to a diversion program. Beforehand it was the Police Department and the Prosecutor that made that determination. Chelsea feels in about 5 years the diversion aspect will be completely absorbed by the State. Chelsea said she was getting 20 to 30 cases per month, now she's down to 3 per month. She is trying to reconfigure what the office can do. Chelsea knows there is a big need for victim advocacy. She will be using the grant money towards getting her staff certified for victim advocacy. That way they can get contracts from the State and receive payment for those services.

5. MEETING SCHEDULE

The December 6 Budget Meeting has been rescheduled to December 20th beginning at 2:00 pm.

6. CONSENT AGENDA

Selectwoman Campbell made a motion to approve the Consent Agenda for November 29, 2022. Selectman Pelletier seconded the motion, the motion passed.

- Veterans Tax Credit – Map 5 Lot 23
- Cemetery Deed – Mark/Audrey Lawson
- Intent to Cut – Map 11I Lot 50 Beard Road
- Welfare Lien Release – Map 26 Lot 86-4

7. MANIFEST MOTION

Selectwoman Campbell made a motion to authorize the Selectmen to sign manifests and order the Treasurer to sign Payroll Check numbers 18086 – 18117 a/k/a Vouchers 46, 46A, 47 & 48 in the amount of \$281,752.50 (includes 352 direct deposit stubs) and Accounts Payable Check numbers 028254 - 028343 a/k/a Voucher 40 in the amount of \$80,135.58. Selectman Pelletier seconded the motion, the motion passed.

8. ADJOURNMENT

Chairman Bailey moved to adjourn at 3:24 p.m. Motion was seconded by Selectman Pelletier. A vote was taken. Motion passed unanimously.

A true record

Mary Whalen
Transcriber

Date: _____

Approved by:
Hillsborough Selectboard

James C. Bailey, III, Chairman

Iris Campbell, Selectwoman

Richard Pelletier, Selectman