

**Board of Selectmen
Budget Work Session Meeting Minutes
November 28, 2023**

Present: James Bailey – Chairman, Iris Campbell – Selectwoman, Richard Pelletier - Selectman and Laura Buono, Town Administrator.

In Attendance: JT Clough, Scott Yeaton, Ernie Butler, Dennis Yeaton, Riche' Colcombe

Meeting opened at 2:00 pm

JT Clough presented the Youth Services Budget, as well as the Parks and Manahan Budgets. Ms. Buono said as was presented to the Board a couple of months ago, the department is heading in a new direction with diversion being placed under the Police Department due to the close working relationship with the prosecutor, and Parks and Recreation will fall under the supervision and direction of Mr. Clough

YOUTH SERVICES

1. Selectwoman Campbell asked if Diversion is in this 2024 budget. Ms. Buono said that cost is not in the 2024 Youth Services budget, but will be reflected in the Police budget.
2. JT explained that a full-time salary has been paid for by a grant that is ending in December 2023. Youth Services took on a Program Coordinator who will run the recreation piece. Another current employee will be the Teen Center Coordinator.
3. Selectwoman Campbell asked what the recreation programs are. JT said the recreation program is for any equipment needed to run any program which will be offset by the money taken in to run the program itself.
4. Ms. Buono said there will be a warrant article to start a revolving fund. Once the fund is started the revenues from the programs will be deposited into the account and future expenses will be paid from the fund.
5. Selectman Pelletier asked what type of equipment would be purchased. JT said soccer balls, basketballs, craft equipment, curriculums for science class or science camp etc.
6. Selectwoman Campbell asked what type of recreation programs. JT said it will be up to the coordinator, such as toddler programs, child/teen programs and adult programs such as pickle ball, Zumba, yoga etc. Any of the programs will not interfere with Hillsboro Youth Association which is an athletic program.

PARKS & MANAHAN

- The cost for porta-potties has increased for the parks.
- The cost for part-time help increased and it is anticipated that the current seasonal staff may not be returning next year due to their desire to actively be retired year-round.
- Ms. Buono said she will be adding \$40,000 to the Parks Capital Reserve Fund as well.
- The Manahan budget includes an increase for payroll as more adults are added to the mix in order to provide gaps which are unable to be filled with teenagers.
- Mr. Clough will be creating a list of large items in need of repair at Manahan Park and which would be more of a capital expense.

HIGHWAY DEPARTMENT

Road Agent Ernie Butler presented his 2024 budget.

- Ernie has decided to purchase flake calcium instead of liquid for dust control. He increased the budget by \$20,000, he feels this amount will cover the need for dust control for 2 years.
- Salt increased per ton, Ernie budgeted \$170,000.
- Ms. Buono said this budget does not include the wages because of the union negotiations, there will be a warrant article presented for these wages at the next town meeting. The operating portion increased by 3%.
- Ernie discussed the need for a new grader which will have further discussion when the capital budget is created.
- A grant has been applied for, for (2) trucks.
- Stowe Mountain Road culvert is scheduled for replacement with a box culvert. Ms. Buono said the town is expecting about \$53,000 from the state which could be used to offset this cost.

MANIFEST

Chairman Bailey made a motion to authorize the Selectmen to sign manifests of November 28, 2023, and order the Treasurer to sign Payroll Check numbers 18965 – 19005 a/k/a Vouchers 46, 47 & 48 in the amount of \$273,297.55 (includes 362 direct deposit stubs) and Accounts Payable Check numbers 030547 – 030628 a/k/a Vouchers 36 in the amount of \$1,114,117.89. Selectman Pelletier seconded the motion, the motion passed.

** A/P Checks include payment to HDSO in the amount of \$951,101.31

CONSENT AGENDA

Chairman Bailey made a motion to approve the Consent Agenda for November 28, 2023. Selectwoman Campbell seconded the motion, the motion passed.

- Intent to Cut – Map 1 Lot 19 Sleeper Road

SELECTMEN'S OFFICE HOURS

Ms. Buono brought up the current office hours for the Selectmen's Office which were changed over the summer to being open late on Tuesdays until 6:30 and closing at noon on Fridays. She said the hours have worked well and said that she is typically here for the whole day on Fridays with the exception of days she is away for meetings or takes a day off, and the afternoons are very quiet. She asked the Board if they are opposed to continuing with the same hours year-round. Chairman Bailey said the hours are working for the public and it was a consensus of the Board to continue with the same hours moving forward.

Meeting adjourned at 2:50 pm

A true record
Mary Whalen
Recording Secretary

Approved by:
Hillsborough Selectboard

Date: _____

James C. Bailey, III, Chairman

Iris Campbell, Selectwoman

Richard Pelletier, Selectman