



Town Council Budget Meeting Minutes



Wednesday, January 25, 2023, at 6:30 PM, in the Matthew Thornton Room

Call to Order

Vice Chair Harrington called the meeting to order at 6:32 pm. Present at the meeting were Vice Chair Harrington, Councilor Healey, Councilor Hunter, Councilor Koenig, Councilor Woods, and Town Manager Paul Micali. Chairman Rothhaus arrived at 7:05pm. Councilor Murphy arrived at 6:43pm.

Pledge of Allegiance

Vice Chair Harrington led the Pledge of Allegiance.

Public Comment

- The Town Council will deliberate on the 2023/24 Budget

Town Manager Paul Micali began by presenting the Council with a spreadsheet of Proposed Budget Adjustments, highlighting the following:

- The HR Civic Plus software and support for \$18,500 can be removed from the budget as they recently signed a new contract.
- He talked with Jonathan Diaz in Information Technology about Office 365 and it was determined that this can be pushed out another year before upgrading, so this has also been removed from the budget.
- Regarding online permitting, there are sufficient funds this year to move ahead with this program and install the software, so this can be removed from the budget.
- He is proposing a non-union wage increase of \$157,000 (3.5% for employees) to bring to the public hearing. This is an additional 1 cent on the tax rate, bringing the total to 22 cents.

MOTION made by Councilor Koenig and seconded by Councilor Woods to accept the Town Manager changes to the budget

MOTION CARRIES 5-0-0

The Council then went over each additional category in the budget, reviewing the proposed changes and recommendations from prior budget meetings. Mr. Micali presented a spreadsheet highlighting the unreserved fund balance over the past few years, stating that they are at \$984,500, and went over some upcoming projects that will use some of the fund balance for capital purchases. Additionally, he is proposing they use \$700,000 to reduce the tax rate, and \$1.4 million to be used for the fuel distribution center. He is comfortable proposing this because the Town is going to use a federal grant to offset the costs of the MHz system. The Council then discussed options to keep the tax rate down, ultimately deciding on increasing the extra unreserved fund balance to reduce taxes to be \$684,500 to make a total to reduce taxes to \$984,500, and to keep \$1.4 million as discussed.

MOTION made by Vice Chair Harrington and seconded by Councilor Hunter to increase fund balance to offset taxes by \$284,500.

MOTION CARRIES 7-0-0

Mr. Micali then continued recapping the proposed budget changes for each department, discussing how he has flat lined the capital reserve funds for this year at \$1,947,250. He shared that every capital reserve funding got the same funding as the year before, except wastewater increased from \$500,000 to \$550,000. Mr. Micali asked for motions to move \$1,947,250 for general fund capital reserve funds to the public hearing on February 16th, to also move \$550,000 for the wastewater treatment capital reserve funds to the public hearing on February 16th, and lastly to move the budget in the amount of \$38,791,564 to the public hearing on February 16th.

MOTION made by Vice Chair Harrington and seconded by Councilor Murphy to move General Fund CRF in the amount of \$1,947,250 to the public hearing on February 16th.
MOTION CARRIES 7-0-0

MOTION made by Councilor Koenig and seconded by Councilor Healey to move WWTF CRF in the amount of \$550,000 to the public hearing on February 16th.
MOTION CARRIES 7-0-0

MOTION made by Councilor Hunter and seconded by Councilor Healey to move the budget in the amount of \$38,791,564 to the public hearing on February 16th.
MOTION CARRIES 7-0-0

ADJOURN

MOTION made by Councilor Woods and seconded by Councilor Hunter to adjourn the meeting.
MOTION CARRIES 7-0-0

The meeting adjourned at 8:16 pm

Respectfully submitted by Jennifer Steagald