

Town of Charlton
Finance Committee Minutes
Selectman Room Town Hall
Date: February 16, 2022 at 6:30pm
Minutes taken by: Jaclyn Bonner, Clerk

Attendees: John Grondalski-Vice Chairman, Henry Camosse-Chairman, Kristen Lemire, Carol Brodeur, Keith Johnson, Kristin Kustigian, Jason Julian

Absent: N/A

Guests: Ashley Obrzut -Town Finance Director

1. Call meeting to order at time

Meeting was called to order by Hank Camosse at 6:30pm on Wednesday February 16.

2. Approval of Minutes from Previous Meeting

Kristen Lemire addresses a spelling correction on the January 19th minutes. Motion to approve the minutes from the January 19th meeting made by John Grondalski. Second by Keith Johnson. All in Members present in Favor except for Kristin Kustigian who abstains due to absence. Motion to approve the minutes from the January 19th meeting passes.

3. Fire Department Reserve Fund Transfer Request

- The Chief of the fire department attended the meeting to explain his need. A tanker truck was funded to the fire department through October town meeting. Between October and February, the manufacturer increased pricing by 12.5% resulting in an updated final cost of \$450K.
- Hank Camosse states the additional cash requested will be \$30K to make up the difference between monies appropriated at town meeting and actual costs. The bid offer given the chief will only be valid for 40 days meaning that we will not have time before next town meeting to vote.
- Jason Julian asks the Chief if a deposit would extend the 40-day period given. The chief responds that he does not know the answer however he feels that it is more economically sound to pay upfront. More specifically, a discount of \$53.82K will be given if the payment of \$201K+ is received 15 days after the bid.
- Keith Johnson asks if the price will be locked in when the contract is signed to which Knopf responds yes.
- Hank Camosse states the request is not typical for the forum, but he thinks a transfer will be the best option to fund the need.
- Jason Julian comments that he does believe that this is an emergency – and notes we have transferred larger amounts for lesser needs.
- Hank entertains a motion to accept the emergency fund transfer requested by the fire department. Jason Julian Seconds makes a motion to accept. John Grondalski seconds. All those present vote to accept the motion is accepted.

- Chief Knopf submitted additional information on the mobile integrated health care and community EMS program which he mentioned at a previous budget meeting.

4. Department Budget Meetings

a. Library

- The director of Library Karen Wall attended the meeting to discuss her budget. Also attending the meeting are two library board members.
- Karen states that salaries are straight forward & no member of fin-com have any questions.
- Karen continues with the services and supplies section of the library budget. She calls attention to the repairs line under building expenses which she feels should be increased to \$40K based on a 3-year average of actual expenses incurred. With only \$10K in the budget line the additional money has been pulled from state aid which is in her opinion not its intended use.
- John Grondalski asks if the 'Friends of the Library' are actively coming up with activities funding. Karen responds that the 'Friends of the Library' fund things like our museum pass program & summer reading program which are big ticket items.
- John Grondalski asks if any additional funds had been given to the trust because he is aware this money can be used for building repairs. Karen responds that the library has a meeting with the chair of the trust scheduled soon.
- Please refer to the Budget and the provided hand out for additional library information.

b. Technology

- Jeff Sorel the IT Director attended the meeting to discuss his budget. He begins by stressing that the budget existed before the actual department and approximately 1/3 of the expenses are not managed by IT.
- Kristen Lemire asks if the budget includes annual increases to software costs. Ashley Obrzut responds that we are contracted into the price of most of our software.
- Hank Camosse asks if the money appropriated at town meeting is above and beyond the budgeted \$40K for technology replacement and improvements. Jeff responds yes – the town meeting money is in addition to the current budget line.
- Jeff reminds the committee his cost is only \$208K while the budget is in total 374K
- Please refer to IT budget and provided hand out for additional capital request cost information.
- Hank Camosse asks for additional information on the fiber optic connection between PD and Fire. Jeff responds that we are updating radio systems so it would make sense to also update the core using fiber already in the ground for redundancy purposes.
- Kristen Lemire asks if any of the hardware that will be discarded due to the windows 11 EOL update can be repurposed in any way. Jeff responds that is most likely cannot after 2025.

c. Town Clerk

- Karen LaCroix the Town Clerk attended the meeting to discuss her budget. She states that this is the third year she is requesting a deputy clerk position. Some aspects that have

dramatically increased the workload include state run programs auto enrolling voters; no excuse mail in voting; and increased dog population in town.

- Jason Julian asks if this position request could be filled with a floater position. Karen responds that she will take anything she can get. Ashley explains the position of a floater was funded and never filled due to covid.
- John Grondalski asks if the assistant would have the same powers and a town clerk. Karen responds – no unless they had a notary. Karen said the new position would not have the same powers as the clerk or assistant clerk (swearing in for example) , but could perform Notary functions is so authorized.
- Please refer to budget for additional information.

d. Council on Aging

- Elaine Materas the Council on Aging director attended the meeting to discuss her budget. She is joined by Cindy Cooper chairman of the COA. COA is requesting a part time activities assistant (18hr/w). Cindy states that the number of seniors in town is increasing. With out covid the senior center would serve 40 to 50 people per day. Elaine states they would like to add services and activities, but they have not been able to with given funding.
- Please refer to budget for additional information.

e. Zoning Board of Appeals

- Frank Lombardi attended the meeting to discuss his budget.
- Hank Camosse ask's how often the board meets. Frank responds that they meet depending upon circumstance. For example – tree house requested to put up a new sign last year.
- Please refer to the budget for further information.

f. Planning Board

- Jean Vincent attended the meeting to discuss the Planning Board budget. The planning board is requesting a raise for the planning board administrative assistant. The Board feels that her experience warrants a change of title.
- Please refer to the budget for further information.

5. Other agenda items not known at the time of this posting

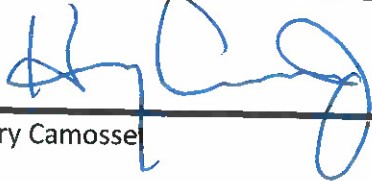
- Hank Camosse states that the capital requests as they stand are \$2.1M while average free cash is only \$1.3M to \$1.4M.
- Hank Camosse also states that the increase in expenditures is partially due to the town putting off large projects for too long.

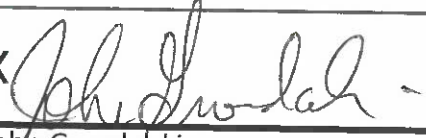
6. Adjourn Meeting


- a. Motion to Adjourn Meeting at 7:59pm on February 16th made by Kristen Lemire. Second by Carol Brodeur. All members in favor. Motion passes. Meeting adjourns at 7:45pm on Wednesday February 16th.

Town of Charlton Finance Committee Meeting Minutes

Voted:

X 
Henry Camosse

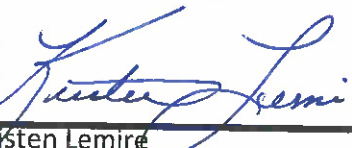
X 
John Grondalski

X 
Keith Johnson

X
Jason Julian

X
Kristin Kustigian

X
Carol Brodeur

X 
Kristen Lemire

X
Alternate