

**Westport Finance Committee
Meeting Minutes
Virtual Meeting-Remote Participation
January 24, 2023**

Present: Karen Raus (KAR), Cindy Brown (CB), Hugh Morton (HM), Zachary Lebreux (ZL), Lawrence Holsworth (LH), Charles "Buzzy" Baron (BB), (Gary Carreiro GC)

Also Present: Ralph Souza, Dana Steward, Theodora Gabriel, Matt Armendo, Tanja Ryden

KAR opened the meeting at 6:30 p.m.

KAR read the following: This meeting is being held remotely in accordance with the Governor of Massachusetts *'March 12, 2020, order suspending certain provisions of the Open Meeting Law, G.L. c.30A Section 20 and on June 16,2021 Governor Baker signed an Act relative to extending certain COVID-19 measures adopted during the state of emergency. This meeting is being recorded.*

(Kar) opened up the meeting saying thank you everyone for coming tonight we are continuing with our Fiscal 24 Department Budget Meetings.

1.Fy2024 Budget Meetings with Departments:

- A. **Building Department** Ralph Souza was in attendance to present the Fy24 departmental budget and said I am the Building Inspector as for the budget only thing I have asked for is travel on mileage for my vehicle an increase. When I was given the electric car and my budget was automatically cut in half for travel and at that time the car was designated for me, but this past year the Janitor's truck broke down and the town does not want to fix it and he using the electric car . So, I am asking for some of my milage back since I am using my own vehicle on the job, I am asking for \$4500 not knowing what they are going to do with another vehicle. When I had the electric town car my budget was \$2500 for travel, I am asking for \$4500. The Town Administrator is working something out with the Board of Selectmen for a truck but for now to work something out with the janitor on the electric vehicle .(CB) asked how much would the travel milage be if it does not work out with a truck ? Ralph said I am asking for \$4500 but in the past, it was \$5000. (Kar) asked about an assistant building inspector in your budget and Ralph said that was removed.

B. Recreation Department Dana Steward was in attendance to present the FY24 departmental budget and said I am the Director of the Recreation Department it's been four years the position was the 19-hour job that just was not sustainable to develop and run a full recreation department. I was very grateful that the hours were raised to 30 hours a week for the director position. We've been able to do a lot more and progress. Our budget in general is our recreation revolving account for all our expenses. I think taking on the recreation software and ability to have our programs listed online and people be able to register and pay with a credit card online helped us immensely the recreation software is just shy of \$3000 annually and so far for the fiscal year we brought in \$23750 in program revenue and addition we have \$9180 in gym rentals for a total of \$32930. I have to be very mindful of our expenses and what else we need to buy. And it's everything from office supplies to mulch for the playground, any recreation supplies, also paying for the instructors who run the programs and events who are contracted to do so, that's all through the recreation revolving. I understand where the town is in their budget and the current constraints. I think in the future it would be lovely to get some of the line items that we had originally in the budget back into the general account for you know anything from office supplies to postage that things of that nature so that the recreational book revolving can truly focus on you know maintenance issues. best parks playgrounds or gym but for right now we are doing okay. (Kar) asked what are your expenses to date? Dana Steward said they are \$29487.12.

C. Assessors Department Theodora Gabriel was in attendance to present the FY24 departmental budget. Theodora Gabriel I'm the principal assessor. Our budget it is based on a 2% increase based on contracts and union contracts. Our significant increase on expenses were postage from \$1500 to \$2000. Postage went up and it's a revaluation year and within a revaluation year we are required to mail out to outside town owners that was the \$500 increase. Our next significant increase with the computer software. We have a couple of things going here. We recently have near map, it's a high-resolution area imagery, a program that actually allows us to view all properties within the parameters of the lot, make sure that we have all the structures. On our database, it allows us to view from a condition of the exterior to even measure some of the structures pretty accurate down to a foot this tremendously helps us by making sure that our database is correct and the better our database is, the better results. We get values and fair market and equitable values. The other increase was we have a new personal property software for fiscal 24, because it's a revaluation year and every five years we have to do a complete list of every single commercial business items. And with that also comes a new software system and that's for us to use between the two software's we will be utilizing. Another reason that increases also at the end of the year would be converting to a new upgrade in our camera system. And that would also be the additional fee to run dual systems within fiscal 24. All the other line items then remain the same.

D. BOH, Transfer Station, ACO Mathew Armendo was in attendance to present the FY24 departmental budget. Matt said we have all of our 2% increases and contractual obligations. Longevity clothing, allowances, education reimbursement, sick buyback, etc. On the expense side, we didn't ask for anything. We went in level funded and that's the way that it came back from the administrator. The Board of Health budget was pretty straightforward. What we did ask for an increase in overtime, an additional \$2500 we will cut the prior year almost \$5500. And that really didn't work. we were able to get back into the \$2500 out of that. (Kar) asked on the Board of Health that the nurse line looks like it's decreased. Matt said the nurse line was decreased by about \$10,000. We starting to hopefully come out the other end of the pandemic and things are winding down on that front a little bit and we stepped it down and the administrator and I talked to step it down by \$10,000. Transfer Station Matt said all the staff increase by 2% there were some step by step increases in for the attendance and the one transfer station worker. And that's all on the personnel side. On the expense side on the professional line item, which is a line item that we have that we use contractors to help us with our hauling of the containers. It was at \$44,000. And we walked it back by \$9000 and we based that on the amount of runs we did last year and amount of runs we are doing this year, so we were able to cut it back by\$ 9000 and still be able to, I think meet our needs going into FY24. We did ask for an increase of \$3500 on gasoline and oil. Animal Control Department Matt said staff was increased by 2%. We did however have an open position after talking with the town administrator because of the budget overall town budget, we agreed to eliminate that position for FY24. However, we did leave \$4000 in that professional or that part time ACO line item just in case we have to hire someone or people to cover our full time 40 hour animal control officer if he's out on vacation or sick something just so we can keep going with things., Gasoline and oil we asked for \$2500, we ended up with \$1500 On the animal care, line item primarily for when we bring animals to the shelter we have to pay when animals brought to the shelter We have to pay for that and we get billed for and the shelter all went up on their pricing and my increase request was just a reflection of the price increases .We'll just have to see how it goes as the year goes on.

2.FY2024 Town Budget, Warrants, Override Discussions: N/A

3.Committee Updates /Liaison Reports: (CB) said there is a meeting tomorrow of the long-term building committee. I believe the purpose of the meeting tomorrow is to look at the language that the chairman Brian Valcourt has suggested he put to the voters to get feedback from the voters regarding the use of the old high school.

4.Minutes: The minutes for January 24, 2023, was presented for approval. (CB) motioned and (LH) seconded to approve. The roll call vote was unanimous in favor.

5.Topic for next Meeting Agenda: Department Budgets

6.Meeting Schedule: January 31,2023

7. Correspondence: N/A

8.Topics not reasonably anticipated forty-eight (48) hours in advanced of the meeting:
N/A

Adjourn There being no further business to come before this meeting a motion to adjourn the meeting at 8:07pm was made by (CB) and (BB) seconded the roll call vote in favor was unanimous.

Respectfully submitted,
Jessica McKane Recording Clerk

REFERENCE DOCUMENTS:

01-10-23 Meeting Minutes.docx

0.2023 01 24 AGENDA INDEXED.docx

1aFY24 Recreation.pdf

1bFy24 Assessor.pdf

1c FY24 ACO.pdf

1CFy24 BOH.pdf

1cFy24 Transfer Station.pdf

Building Dpt.pdf

Building Dpt

Copy of 511 BOH Trans Animal TA Rec.xlsx.

Revenue Chart pdf.

