

Board of Selectmen
Budget Meeting Minutes
December 31, 2019

Present: Jonathan M. Daley, Chairman; James C. Bailey, III, Selectman; Laura Buono, Town Administrator.

Chairman Daley opened the meeting at 1:00 p.m.

1. **2019 ENCUMBRANCES**

Ms. Buono brought forward a list of three items for the Selectmen to encumber from the 2019 budget. The first is out of the Conservation Commission Budget for surveying services by Art Siciliano. The surveying has begun but isn't completed yet and the Commission has requested that the remainder of the contract (\$3,350) be encumbered. Ms. Buono said the second amount is for the purchase of the software from Avitar which was held off during the year due to other expenses. This is being purchased so that we can discontinue double entry work since currently our assessing is done on Avitar but our tax system runs on BMSI. Ms. Buono said there was a meeting last December with Avitar, the Tax Collector, and Assessing to take a look at the software and carries a cost of \$10,150. The third item is the zero turn mower for the Parks Department in the amount of \$15,000. Selectman Bailey moved to encumber funds for Art Siciliano in the amount of \$3,350; Avitar in the amount of \$10,150; and the zero turn mower in the amount of \$15,000. Motion was seconded by Chairman Daley. A vote was taken. Motion passed unanimously.

2. **OTHER BUSINESS**

Treasurer Request – Chairman Daley said that Bob Charron, Town Treasurer would like there to be an authorized signature on all manifests prior to him signing checks. He said that due to the way Selectmen's meetings fall currently, there are typically one or two manifests that haven't been signed by the Selectmen when he receives them. Ms. Buono asked if he was talking about accounts payables or payroll as well. Chairman Daley was unsure so Ms. Buono said she would clarify it with Mr. Charron and bring it back to the Board.

Library Policies – Ms. Buono brought up a subject that came to her attention today with regard to a difference in how employees are paid at the Library and other departments. Ms. Buono said the Library, which is a department of the Town apparently has a different policy in how they pay employees for Christmas and New Years. Based on their policy which has apparently been in effect for quite some time, all employees get paid 8 hours for the Christmas and New Year's holiday whether they are salary, fulltime or part time. Ms. Buono said it seems odd that someone who is salary is being paid their weekly salary plus 8 hours for these days. She said they are also paying someone who typically works 4 hours per shift for example, 8 hours for these holidays instead of their normal scheduled hours. Ms. Buono said they also consider "fulltime" as 32 or 34 hours per week where the rest of the employees can only earn fulltime benefits (health insurance) once they work 35 hours a week. There was also a bonus paid to an employee this year and stipends put in place for others based on the running of programs. Ms. Buono said the overall dollar amount for the holiday pay and stipends are not high but health insurance and bonuses do add up and the fact that one department has adopted policies such as these for one group of Town employees is something she wanted to bring to the Selectmen's attention. She said that the bonus was stated to be paid out of "Library Funds" but typically the library fund has been built up by the surplus in operating funds over the years so more

than likely it has come from taxpayer income. Ms. Buono said if the Board doesn't feel it's an issue then she is fine with that but if they do and would like to meet with the Trustees to discuss it, she would be happy to set it up. The Board agreed that they may want to meet with the Trustees at a later date to discuss the reasoning of such policies.

3. **ADJOURNMENT**

Chairman Daley moved to adjourn at 2:54 p.m. Motion was seconded by Selectman Bailey. A vote was taken. Motion passed unanimously.

A true record.

Laura Buono
Town Administrator

Approved by:
Hillsborough Board of Selectmen

Date: _____

Jonathan M. Daley, Chairman

James C. Bailey III, Selectman

John P. Stohrer, Selectman