

**Finance Committee
Town of Buckland
Minutes of Meeting
October 17, 2022**

This meeting is being conducted remotely in accordance with the provisions of the Governor's March 12, 2020, Executive Order Suspending Certain Provisions of the Open Meeting Law.

Minutes taken by Bruce Lessels

Present:

Finance Committee: Larry Langford, Dena Wilmore, Bruce Lessels, Bob Dean, Paula Consolo, Bob Dean

Town of Buckland: Heather Butler, Town Administrator

The meeting was called to order by Chair Langford at 6:00 pm

Agenda

Approve 9/19 minutes

Update from Heather

Confirm calendar

Agree on a Saturday meeting

Discuss financial planning tool - budget forecasting and capital needs requests

Dena moved we approve the minutes from 9/19/22 Paula second, unanimously approved

Heather updated us on Steve Daby leaving the town as of 10/30. He will be the head of the hwy department in Colrain. Vacation buyout of about \$3100. Heather has advertised the Building and Grounds job. She's had a lot of interest. Has been reworking the job description.

Paula asked whether we need the position of B and G. Heather said we do need it because no other town employees have sufficient knowledge of the building systems for the facilities we own. We terminated mowing and sidewalk snow removal people in order to bring them in house. Heather is advertising the job at a little lower hourly rate than the \$26.75 we were paying Steve.

Other personnel updates - wastewater treatment operator (Lisa Parmenter) has said she is unwilling to work for the salary approved at town meeting. We were not able to meet her request. Sewer commissioners reached a compromise with her through the end of FY23 but Heather anticipates another negotiation at the end of the FY.

Contract with the Collins Center to look at our job descriptions and pay and benefit levels and determine how we can remain competitive with similar sized towns.

FRCOG does a compensation survey annually but they don't match the comp to each town.

We discussed how to make our town more competitive as an employer. Are there factors besides salary and benefits? Are there personnel policy changes we should make? The way we accrue vacation may need to be more flexible.

Capital planning sheets have gone out to town depts

Pool update - so far no surprises. Soils meet compaction standards. Next two weeks they'll start the septic system and framing out the pool. Plantings are going in the ground so they have the best chance to winter over. 1 change order for \$5200 to widen the stairs into the pool.

Conway Street sidewalks - engineers are having trouble meeting the standards required so they're going to do a temporary fix until the spring. No indication of whether sidewalk work will exceed \$100,000 contingency.

East Buckland Road needs \$450,000 for shimming from the cemetery to the town line and then resurfacing it all with oil and stone (chipseal). This money will come from chapter 90 and road repair money we've been putting aside.

Heather will be scheduling department head meetings with the Fin Comm.

February 11 seems to be the best for department head meetings with the whole Fin Comm. Heather will schedule meetings.

Fin Comm will try to meet at 5 pm going forward.

We reviewed the capital and budget planning spreadsheets from the Collins Center and looked at the forecasting tool that Heather has started to fill out.

No items not known prior to this meeting.

No members of the public present.

Next meeting on 10/31/22 at 5 pm

Bob moved to adjourn at 6:44 pm, Dena seconded. Unanimously approved.