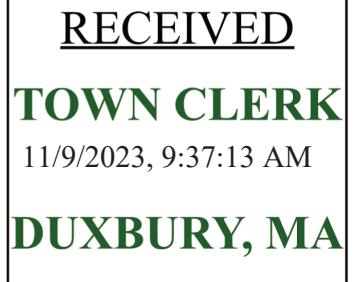


TOWN OF DUXBURY
FINANCE COMMITTEE MEETING MINUTES



Date of Meeting: **October 24, 2023**
Date Minutes Approved: **November 7, 2023**

In Attendance: Betsy Sullivan, Friend Weiler, Nathaniel Taylor, Jackson Kent, Kathleen Glynn,
Al Hoban, Sean Dadsetan-Foley

Absent: Mary MacKinnon, Finance Director

In Attendance via Zoom: Shannon Godden

Others in Attendance: Steve Dunn, Director of Assessing, Jim Wasielewski, Building
Commissioner/Director of Municipal Services , Lynda O'Brien, Administrative Assistant

CONVENED IN OPEN SESSION (In Person and via Remote Participation)

I. CALL TO ORDER (and reading of preamble)

Ms. Sullivan called the meeting to order at approximately 6:30 PM and read the following preamble:

Pursuant to Chapter 2 of the Acts of 2023, this meeting will be conducted in person and, as a courtesy, via remote means in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public and board members, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast unless required by law.

II. MINUTES

Approval of Minutes, if any

Amended minutes of October 19, 2023 meeting to be voted on at October 26, 2023 meeting

III. NEW BUSINESS

Presentation and Review pertaining to FY25 Budget and Related Materials

Mr. Dunn, Director of Assessing presented for Department 141, Board of Assessors.

Although there is a 2.005% decrease in budget, this is not a revaluation year, so those additional expenses are not included. When compared to last non-evaluation year FY2023, there is an overall 10.74% increase, other than salaries.

Mr. Dunn explained a subscription based software subscription call NearMap that could be valuable for many departments in the Town. The annual cost of this application is \$7,500. They also offer static images for purchase for \$1,000 (one-time). Mr. Dunn recommended purchasing the images every two years. The Town was able to try the application for two weeks. Nancy Rufo and Jim Wasielewski also were able to participate in the free trial. All were impressed with the service which was deemed simple and extremely useful, and it was found that many other towns also use it. Other similar applications would cost anywhere from \$50,000 up.

Mr. Dunn recommended the following purchases for NearMap for this year, totaling \$10,200. First year subscription \$7,500 (150 users); one year static photos, \$1,000. Those two options could be used by other departments, but would be in the Board of Assessors budget. Mr. Dunn also recommended purchasing the push pin services (2024 going back to 2019) for use by the Board of Assessors.

There was discussion regarding if static photos are necessary since they could be printed and saved. Static images are linked to CAI. Ms. Sullivan asked if the Town could print the photos and keep, and Mr. Dunn responded yes. Mr. Dunn also noted that NearMap covers the entire Commonwealth.

Mr. Weiler asked if the application is necessary to do the work of the Director of Assessing. Mr. Dunn responded no but felt it would be almost mandatory for Mr. Wasielewski to do his job. In using for the trial period, inspection found what could have been a large tennis court, but when investigated, it was just a large patio.

Ms. Godden asked if 5% salary increases were included in this budget, and it was reported that increases are not included and will be part of Article 4.

Mr. Wasielewski, Building Commissioner/Director of Municipal Services, presented for Departments 241, Municipal Services and 251, Insp Serv – Traffic Mitigation.

Mr. Wasielewski noted he has utilized the leadership training offered by Human Resources. The training and education in the budget are for staff certifications. Salaries/wages includes 3 notes. Part time building inspector position has recently been filled which brings the department to fully staff level. There is a travel allowance for staff. Inspector of animals line, there is a \$2,700 stipend which was included in the DPW budget in the past and has been the same for the past 18 years. This stipend has been for the animal control officer, although they are two separate positions. Mr. Wasielewski researched that stipend at other area communities, which averaged \$6,575. Mr. Wasielewski is proposing \$6,400 for that position this FY paid in monthly payments, and will try to persuade the current staff person to continue in this position.

Public health services increased to \$6,600 which includes rabies testing, which was covered in the past by contributions to the animal shelter, and also \$400 Stericycle service to collect sharps at the fire department (mandated by the Commonwealth),

and also \$400 for beach retesting in the case of a beach closure. Other increases were around office/computer supplies and subscription/publications for code books coming out in January.

Ms. Sullivan asked if there were any capital expenses to go over. Mr. Wasielewski noted he would appreciate and may request next year a town vehicle for the full time building inspector to assure a professional presentation when visiting properties. Currently the town offers a \$300/month stipend for vehicle. Ms. Glynn asked why the town doesn't use the IRS mileage of 63 cents/mile. It is unknown and has been a stipend for some reason in the past.

Ms. Godden noted that she appreciates the commendable efforts to benchmark costs, and asked if raises were included in this budget. No raises were included and will be a part of Article 4.

Some committee members expressed difficulty in following along on ClearGov while listening to department head presentations, and asked that presenters share their .pdf attachments and an outline of changes with Lynda to forward to group ahead of time for future meetings.

Voting of Reviewed Budgets, as needed

Committee will wait for all department reviews for a vote.

Review Status of Finance Committee representative meetings with Department Heads

IV. ADJOURNMENT

Ms. Sullivan moved that the finance Committee Adjourn at approximately 8:15 PM. *Seconded by Mr. Kent. Roll Call Vote: Friend Weiler-Aye, Nathaniel Taylor-Aye, Jack Kent-Aye, Kathleen Glynn-Aye, Al Hoban-Aye, Shannon Godden-Aye, Sean Dadsetan-Foley-Aye, Betsy Sullivan. Vote: 8:0:0*

*Respectfully submitted,
Lynda O'Brien, Administrative Assistant*