**Town of Winchester**

*Board of Selectmen*

Special Meeting - 7:00PM (Hicks Room)

Wednesday, April 23, 2024

**Item 1  Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 7:00pm

**Attending Members**

Todd Arcelaschi (Mayor)  
Steve Sedlack (Selectman)  
Candy Perez (Selectwoman)  
Troy Lamere (Selectman)  
William Hester (Selectman)  
Paul Marino (Selectman)  
William Pozzo (Selectman)

**Town Staff**

Paul Harrington (Town Manager)  
Ann Marie Rheault (Finance Director)  
Glenn Albanesius (Town Clerk)

**Item 2  Consider and Possibly Act on Town Manager's Proposed FY2025 Budget**

* The following changes to the (4/10 revised) Town Manager Proposed Budget were voted on by the Board.

<table>
<thead>
<tr>
<th>Revenues</th>
<th>R5</th>
<th>Use a 98.5% Real Estate Grand List Collection Rate (historical actual) rather than a conservative 98%.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>R6</td>
<td>Adjust Motor Vehicle Collections to Historical Actual rate</td>
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<td></td>
<td>Adds $25,000 to Revenue with new Line Item Total of $225,000</td>
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<td>Acct - MV Supplemental (1-999-700-0003-0000)</td>
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<td></td>
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<td>Motion - Sel. Lamere / Second Sel. Marino</td>
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<td>Vote to approve - Unanimous (7 - 0)</td>
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<td></td>
<td>R7</td>
<td>Adjust Interest and Lien Fees to Historical Actual rate</td>
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<td>Adds $5,000 to Revenue with a new Line Item Total of $265,000</td>
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<td>Acct - Interest and Lien Fees (1-999-701-0000-0000)</td>
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<td>Motion - Sel. Pozzo / Second Sel. Hester</td>
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<td>Vote to approve - Unanimous (7 - 0)</td>
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<td></td>
<td>R8</td>
<td>Remove unsecured Grant Funds intended to offset Social Services Position cost</td>
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<td>Reduces Revenue by $50,000</td>
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<td>Acct - Social Services Grant - BHC (1-999-710-0510-0000)</td>
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<td></td>
<td>Motion - Sel. Marino / Second Sel. Perez (Sel. Lamere withdrew his initial second)</td>
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<td>Vote to approve - Unanimous (7 - 0)</td>
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<td>R9</td>
<td>Adjustment to revenues from planned increase of Building Permit fees</td>
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<td>Increases Revenue by $75,000</td>
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<td>Acct - Building Permits (1-999-746-0000-0000)</td>
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<td>Motion - Sel. Hester / Second Sel. Sedlack</td>
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<td>Vote to approve - Unanimous (7 - 0)</td>
</tr>
</tbody>
</table>
R10  Adjustment for current performance and Historical Actual STIF Account Interest
Increases Revenue by $150,000
Acct - Income on Investments (1-999-748-0000-0000)
Motion - Sel. Lamere / Second Sel. Marino
Vote to approve - Unanimous (7 - 0)

R11  To increase Rec Department payback to Town for increased expenses
Increases Revenue by $15,000
Acct - Recreation Revenue (1-999-755-0000-0000)
Motion - Sel. Marino / Second Sel. Lamere
Vote to approve - Yes (5) - No (2) Sel. Hester & Sel. Pozzo

R12  To offset payments on debt interest
Increases Revenue by $200,000
Acct - Transfers In - Economic Stabilization (1-999-799-0001-0000)
Motion - Sel. Lamere / Second Sel. Marino
Vote to approve - Unanimous (7 - 0)

R13  To offset the general loss of Revenue
Increases Revenue by $55,264
Acct - Transfers In - ARPA (New Account)
Motion - Sel. Hester / Second Sel. Pozzo
Vote to approve - Unanimous (7 - 0)

E24  Reinstate the Town Planner position as recommended by the Town Manager
Adds $79,800 salary expense to budget
Acct - Town Planner (1-148-190-0003-0000)
Motion - Sel. Sedlack / Second Sel. Perez
Vote to approve - Yes (4) - No (3) Sel. Marino / Sel. Lamere / Sel. Pozzo

E25  Reinstate Employer’s defined contribution to the Town Planner position
Adds $4,788 benefits expense to budget
Acct - Defined Contribution - Town Match (1-918-230-0004-0000)
Motion - Sel. Sedlack / Second Sel. Perez
Vote to approve - Yes (4) - No (3) Sel. Marino / Sel. Lamere / Sel. Pozzo

E26  Reinstate Employer’s FICA taxes to the Town Planner position
Acct - FICA (1-918-900-0001-0000)
Adds $6105 FICA expense to budget
Motion - Sel. Sedlack / Second Sel. Perez
Vote to approve - Yes (4) - No (3) Sel. Marino / Sel. Lamere / Sel. Pozzo

E27  Reinstate Employer’s +1 Health Insurance for the Town Planner position
Acct - Health Insurance (1-918-900-0002-0000)
Adds $21,203 Health Insurance expense to budget
Motion - Sel. Sedlack / Second Sel. Perez
Vote to approve - Yes (4) - No (3) Sel. Marino / Sel. Lamere / Sel. Pozzo
E28  Adjustment in Secretarial Support Services for IWWC
Reduction of $2,000
Acct - Secretary / Support Staff - (1-136-193-0000-0000)
Motion - Sel. Hester / Second Sel. Marino
Vote to approve - Unanimous (7 - 0)

E29  Adjustment in Overtime required by fully staffing Land Use Department
Reduction of $1000
Acct - Overtime (1-148-197-0000-0000)
Motion - Sel. Hester / Second Sel. Sedlack
Vote to approve - Unanimous (7 - 0)

E30  Adjustment in Office Supplies expenditures
Reduction of $1300
Acct - Office Supplies (1-148-806-0000-0000)
Motion - Sel. Lamere / Second Sel. Hester
Vote to approve - Unanimous (7 - 0)

E31  Adjustment of Economic Development Director's phone expense
Reduction of $500
Acct - Telephone (1-148-807-0000-0000)
Motion - Sel. Lamere / Second Sel. Hester
Vote to approve - Yes (6) - No (1) Sel.Pozzo

E32  Adjustment of Clothing Expense
Reduction of $200
Acct - Clothing Allowance (1-148-818-0000-0000)
Motion - Sel. Marino / Second Sel. Lamere
Vote to approve - Unanimous (7 - 0)

E33  Adjustment to Outside Services Expense
Reduction of $2,000
Acct - Outside Services (1-148-830-0002-0000)
Motion - Sel. Lamere / Second Sel. Pozzo
Vote to approve - Unanimous (7 - 0)

E34  Adjustment to Unnegotiated Settlements Expense - No FY25 Negotiations
Reduction of $50,000
Acct - Unnegotiated Settlements (1-918-388-0000-0000)
Motion - Sel. Hester / Second Sel. Sedlack
Vote to approve - Unanimous (7 - 0)

E35  Reduction to Board of Education budget
Reduction of $200,000
Acct - 1-1000-100-1000-0000
Motion - Sel. Lamere / Second Sel. Pozzo
Vote to approve - Yes (3) - No (4) Sel. Sedlack / Sel. Marino / Sel. Perez / Sel. Hester
* Discussion about moving the Social Services position to Part Time.
  Finance Director Rheault confirmed a 19 hour work week would result in savings of $49,939.00
  Motion Statement - "To move the Social Services Director from a Full Time to a Part Time position."
  Motion - Sel. Lamere / Second - Sel. Marino
  Sel. Perez motioned to "Move the Question" Discussion continued.
  Vote to approve - Yes (2) - No (5) (Sel. Sedlack / Marino / Hester / Perez / Mayor Arcelaschi)

* Discussion to move $15K of the Opioid Fund into Revenue
  Motion Statement - "I'd like to make a motion to move an additional $15,000 into Revenue from the Opioid Settlement funds."
  Motion - Sel. Perez / Second - Sel. Hester
  Vote to approve - Yes (6) - No (1) Sel. Lamere

* The above changes resulted in the following Budget tracking summarization
  Original April 1, 2024 Town Manager Proposed Budget - $41,739,292.00
  April 10, 2024 Board of Selectmen approved $288,572.00 of changes
  Revised April 10, 2024 Budget Total - $41,450,720.00
  Revised April 10, 2024 Mill Rate - 28.94 (2.55 increase from current 26.39)
  April 23, 2024 Board of Selectmen approved changes totalling $54,896.00
  Revised April 23, 2024 Budget Total - $41,505,616.00
  Revised April 23, 2024 Mill Rate - 28.38 (1.99 increase from current 26.39)

Item 3  **Executive Session** - None occurred

Item 4  **Vote to move the Budget to a Town Meeting**
  * Motion Statement - "I make a motion to send the Budget of $41,505,616 to Town Meeting on May 13, 2024."
  Motion - Sel. Hester / Second - Sel. Pozzo
  Vote to approve - Yes (6) - No (1) Sel. Lamere

Item 5  **Adjournment**
  * Motion - Sel. Sedlack / Second - Sel. Hester
  To adjourn the meeting at 9:47pm
  Vote to approve - Unanimous (7 - 0)

ATTEST:

Glenn Albanesius, Town Clerk

These Minutes are subject to formal approval at the next scheduled meeting. Any amendments, corrections or revisions will be noted in the next Meeting Minutes.