

**Kingston Municipal Budget Committee  
Public Meeting - Minutes  
Kingston Fire Station – Training Room  
August 22, 2023 6:00 PM**

**Budget Committee Members in Attendance:**

Trish Tidd, Chair  
Rick Russman, Vice Chair  
Stacy Dion, Secretary  
Chuck Hart, Select Board Representative  
Claudine Dias  
Kim Donahue  
Gary Finerty  
John Pramberg  
Annemarie Roth

**Absent Budget Committee Members:** Nick Hilfer

**Also in Attendance:** Paula Mahoney, Finance and HR Director

Trish called the meeting to order at 6:06 PM.

*Approval of minutes:* **MM&S:** Stacy made a motion to approve the minutes as written for the KMBC meeting held on 17 of April 2023. Seconded by Gary. All in favor.

Trish let the committee know that Marissa Federico, the former recording secretary, will be unable to take notes for the Budget Committee moving forward. Chuck stated that the town will post the open position but if anyone knew someone who would like to be the Recording Secretary that they should let the Committee know.

**Old Business**

- **Review Current Budget:** Paula handed out two reports to the committee. (Profit and Loss Budget vs. Actual January through December 2022 and Profit and Loss Budget vs. Actual January through July 2023). Chuck reported that there was a potential budget shortfall in several areas but that the Select Board and Department Heads are cutting costs in other areas to make sure that there are no issues with the budget. The shortfall is in the following areas: Computer Maintenance, Sanitation, Water Analysis, Contracted Services, Assessing. Paula explained each shortfall in detail. Computer Maintenance: A new contract with the Computer Consulting firm was due in March of this year. The contract increased fees and provided areas that needed upgrades to ensure that they remain operational. Sanitation: The price for the processing of recyclables is variable based on commodity prices. The pricing at the beginning of the year was higher than anticipated (~\$8000). The price has since come down but is still higher than expected (~\$6000). Water Analysis and Contracted Services: Required for the ongoing PFAS issue. Assessing: This is the final year in a five-year contracted that contained accelerated

payments in the final year. Kim asked about the Retirement Line (4155-09) being at 70% in July. Paula explained that that was paid on a quarterly basis. Kim also asked for an explanation of Line 4155-07. Paula stated that the insurance was paid at the beginning of the year and will not be increasing. The committee discussed other items including Dog tag line item, Code Enforcement Officer, Haven and General Assistance. Paula will review the Haven line item 4445-24 to determine why the increase in spending. The committee discussed how short falls were being handled and what kind of spending restrictions were being followed.

- **Update on Salary Standards:** Stacy reported that the Wage Study Committee is working to complete the pay matrix for the town. The committee is made up of two selectboard, two budget committee, two department heads and two members of the public. The goal of the committee is to have the matrix completed by October. The committee then reiterated that the Pay for Performance was to be replaced by this for this budget.

### New Business

- **Discuss budget goals for departments for 2024 budget:** The committee discussed potential goals for the upcoming budget. They stated that they would like to see budgets flat or decreased. Stacy asked how much money was returned to the General Fund last year from all the departments. Paula reported that \$612,268.41 was returned.
- **Review liaison assignments and schedule for fall:** Trish asked the committee if we should keep all the assignments the same. The committee agreed that the departmental liaisons would remain the same for this year. The committee then discussed the option of having the Budget Committee Meetings be broadcast on the Cable Network and posted on YouTube. Chuck stated that would require the meetings to be held on an available evening at Town Hall. Trish will contact Susan to determine availability.
- **Training on Budget Process:** Trish reminded everyone that training was being held on the 12<sup>th</sup> and 19<sup>th</sup> of September. Anyone who would like to attend should let her know.

Trish adjourned the meeting at 7:49 PM.