

General Questions

1. How many new personnel are being hired for 2021 for all departments?

This will vary between Departments and positions will be filled on an as needed basis.

2. Why is clothing and eyeglasses allowed in some departments but not others? Some of the departments I understand why – some just trying to figure out why

This is a benefit allowed for by certain collective bargaining agreements. If a department does not have an employee that is a member of a union that affords the benefit, the funds are not included in the budget.

3. I see that we track to the line level – but when total reconciliation occurs - can line item costs can be up or down as long as we do not exceed the total department budgets?

A department can exceed a line item, but there are limits per program in each department.

4. Please provide some background information on Grade/Steps – how it works. Trying to evaluate how raises are provided – why some are extremely high compared to others? What is the criteria used – is based off time – merit – combination of both? Do we a max of grades/steps for each position so we are not overpaying for the position? I am having a hard time understanding this one.

Salary increases, including cost of living increases, are based on collective bargaining agreements. For example, in some circumstances an employee is entitled to a step increase after 6 months of employment and then each year after that in the position. There are maximum steps in each salary table. Employees are also eligible for an increase in grade if the position is reclassified due to an increase in job duties.

5. Is any of this or the underlying data available electronically, specifically in csv, txt, or xls format?

Each department enters their programs into SoftRight. The information can be exported into a PDF (which is what is posted on the website). We have not exported the data into one of the formats referenced, but will inquire to see if the system allows for it.

6. Can we get reporting out of FacilitiesDude to see what the recommended building maintenance would be for all schools and other town-owned buildings?

The School Department currently uses the program for its buildings and HVAC equipment and anticipates maximum use for preventative maintenance by January 2021 and full implementation within the next 1-2 years. Currently, the program is used to track work orders, including entering them into the system, assigning the work, tracking length of time to complete and final outcome. The long term use of the program includes inputting all buildings and equipment into the system so that a staff member can scan a bar code in any

facility and obtain information about the equipment in each room, including any maintenance needs. The program does include large scale capital projects (e.g., roofs).

The Town has not begun using the program to the extent of the School Department; however, maintenance needs are tracked by DPW to ensure necessary work is performed in a timely manner.

7. Are all salary changes due to contractual obligations or are any merit based? Assuming any merit-based raises would be relatively small in number, can you identify those that are?

The salary changes correspond to the cost of living increase, contractual step increases or reclassifications of positions based on a change in job description. There are no merit increases.

8. I had asked for number of employees in each department for the past five years – I have not received this information – will I have it prior to the budgets being presented?

Page 139 of the Comprehensive Annual Financial Report (CAFR):

Full-time Equivalent Town
Employees by Function Last
Ten Years

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Function:										
General government.....	38	41	42	43	43	43	43	46	43	43
Police.....	82	81	83	90	96	97	94	96	103	98
Fire.....	87	87	86	83	86	88	90	90	90	90
Education.....	648	675	689	714	736	770	778	784	779	795
....										
Public works.....	43	39	39	38	40	40	43	41	44	51
Human services.....	10	11	11	12	12	12	12	11	11	12
Culture and recreation.....	19	19	19	20	19	17	20	20	19	21
Water & Sewer	21	23	23	24	23	23	25	24	24	23
Golf.....	9	9	9	9	8	8	8	8	8	8
Electric Light	111	110	110	110	101	100	101	101	99	98
Total	1,067	1,094	1,110	1,143	1,164	1,198	1,214	1,221	1,220	1,239

Source: Town personnel records and various Town departments.

This information can also be found in the Payroll Detail Reports included as Appendix H and I of prior years' budget submissions and the FY21 submission.

9. The Table of Contents has a section for Graphs, but I do not see them in there?

These have been provided separately.

10. The Table of Contents has 151 – Law and 690 – Cable Departments but meeting is set aside to review these.

Law detail pages 17-18

Cable is an enterprise fund the revenue passes through the town. We receive the funds from the cable providers and these funds cover the BCAM operations. See attached a copy of the BCAM proposed budget.

11. Can we get further breakdowns of department line items to go down one more level?

Please see Appendix F (Town Expenses By Division and Lines) for a detailed breakdown of each department's budgetary programs.

12. ESCO Questions

- funding of \$8.9M or 10.3M was approved in 2018

Funding was approved by the Council on February 27, 2018, in the amount of \$10.3 Million (See CO 18-004(2))

- \$8.9M of short-term Bond Anticipation Notes due June 2019 were issued at the time

- \$8.75M in bonds were issued to retire the BANs in 2019

Yes—that is correct for both

- 2021 debt service cost is probably about \$325K

Actual FY 2021 debt service costs on the \$8,750,000 bonds dated June 12, 2019 issued are principal \$310,000 and interest \$336,950 for a total debt service cost of \$649,950

- Guaranteed annual savings are \$464K annually

Yes, but please note that the guaranteed savings are in useage, so depending upon unit cost this dollar amount will fluctuate.

- Is the annual savings stepped up from 0 to something higher as the project progresses?

Yes, and it will be audited by Noresco annually to make sure the guaranteed savings materialize. Savings are based on usage not costs. Our first audit will be conducted this summer.

- If the cost savings in the current year were \$100K then the School would transfer \$225K to the general fund to pay the bonds, is that right?

That is theoretically true. I will explain in more detail tomorrow night.

- Is there a schedule of work to be done and estimated savings by year?

The work is complete except for some punch list items. I will provide more detail tomorrow night.