

Town of Fairfield

Selectboard Minutes- Special Meeting

December 18, 2024

Selectboard in Attendance: Gavin Ryan, Ronald Bocash, Brian Dubie and David Persons
Road Foreman: Maurice Jettie
Town Clerk: Linda Hodet
Town Administrator: Cathy Ainsworth
Treasurer: Amanda Forbes

Cathy provided the Selectboard (SB) a 2024 budget status report; a 2023-2024 comparison report; and a staff pay chart comparing Fairfield's pay to the mean pay of similar positions in Vermont, according to VLCT (developed previously for the SB's Health insurance rate increase discussions). Cathy showed an overview of how to proceed with planning, using 2025 budget planning worksheets.

The SB walked through each revenue budget line. They discussed tax collection amounts with Linda. Cathy said that the anticipated 2024 surplus, at this point, is about \$150,000. David suggested \$75,000 go in the Surplus Funds revenue line, to allow for possible fluctuations due to end-of-year invoices. The SB walked through each expense line, reviewed 2024 anticipated actuals and determined preliminary 2025 budget amounts. Cathy will review invoices and confirm accuracy of the 2024 road materials expenses prior to next meeting. Other than admin office staff making educated guesses while coding road expenses, can the road dept. provide clarity before APs? Preliminary 2025 numbers were generated for expenditures, excluding changes to labor/salary lines.

Ron suggested that the road crew's time off lines be calculated to cover the entire cost of complete use of these hours. He also suggested that the road labor lines' increases be calculated from salary actuals, not calculated from the 2024 budgeted amounts. Cathy showed how the labor/ salaries spreadsheet can be used to automatically update total labor costs, overall budget and the tax request. She showed how the Selectboard can make changes to individuals and/or cost of living adjustments on the workbooks.

David made a motion to enter executive session to discuss personnel. Ron Seconded. All in Favor. Brian made a motion to exit executive session. David seconded. All in favor.

The Selectboard took a break for lunch at 12:30 PM, then reconvened at 1:45, to discuss next steps. They requested that Cathy calculate COLA adjustments for employees at the rate of 3%, for consideration at the next meeting, on December 30, 2024, and they tabled the Town Administrator's annual performance review until that meeting as well.

David made a motion to adjourn. Ron seconded. All in favor.

These minutes exist in draft form until approved by the Select Board.