

**Minutes**  
**Sherborn Advisory Committee, Virtual on Zoom**  
**January 25, 2023**

**Members present: Dan Sichel (Chair), Steven Tsai (Vice Chair), Wassim Bassalee, Peter Gallitano, Jane Materazzo, Nora Lynch Smith, Natalie Weare, Mike Winters**

The meeting was called to order at 7:03 pm.

Reading of meeting agenda

- FY24 Budget Review
  - Inspectors
  - Conservation Commission
  - Sustainability
  - Planning Board
  - Board of Health
  
- Addition of topics not reasonably anticipated by the chairperson 48 hours in advance of the meeting – N/A (No addition of topics to agenda)

**Liaison Reports**

**Advisory** – Dan Sichel reported that the item in Advisory’s budget for postage, that had previously been dropped, will be added back in as that budget is the right place to account for that expense.

**Capital budget** – Peter Gallitano and Nora Lynch Smith reported that the Department of Public Works (DPW) capital budget was reviewed at the January 24, 2023, meeting of the Capital Budget Committee. No equipment purchases anticipated this year and some discussion of whether road expenditures should be accounted for as capital items or in the operating budget.

**FY24 Budget Review**

**Inspectors** – Chris Canney

The fee for the specialized software used by the Department is increasing 8%. The software package has worked out very well – consolidates much Department activity in one package with a good reporting feature. Adding 5 hours/week for Admin Support. The employee currently filling these hours works primarily for a different Town department, but the hours are being included in this budget for FY24 to reflect the work being performed for the Inspectors.

Peter Gallitano asked whether the Town tracks the number of FTEs (full-time equivalent employees) and what those numbers look like? Deb Siefring offered to pull data together on employee count and FTEs over time.

Steven Tsai asked about permitting fees. Chris Canney is looking to make some changes to the permit fees. It’s been 6 years since changes have been made to the fee schedule. Select Board would need to approve any changes. In FY2022 permit fees brought \$229,000 income to town.

**Conservation Commission – Michael Lesser**

The budget shows a higher hourly rate that is being offered for the open conservation agent position. The proposal is to cut the hours (from 35 to 33) to partly offset the higher hourly rate in the expectation that those hours will be sufficient for a skilled agent to get the job done. DPW has taken over some of the land management work that previously was contracted out this arrangement has been very beneficial. Kelly McClintock expressed gratitude to the DPW for their work on the land management - the Commission's budget shows a reduction due to their involvement. Some discussion followed concerning the search for a new conservation agent.

**Sustainability – Dorothea von Herder**

Wide-ranging discussion about grants and role of Sustainability coordinator position. Current setup is that Gino Carlucci has been working on grants, Dorothea has been doing outreach and coordinating the Town's work related to climate change and specifically on the Climate Action Plan. Town received a grant of about \$31K for a consultant to assist in drafting the action plan. Dorothea indicated that the Department's Annual Report with accounting for grants will be finished soon.

**Planning Board – Chris Owen**

Brief presentation of budget. No questions raised.

**Board of Health – Daryl Beardsley**

Increase in budget is due to a requested compensation increase for the Health Administrator, as well as for the nursing contract. Just-recently-received consultant's report suggested that Directors of Public Health in other towns have higher salaries than Town's Health Administrator. Led to a wide-ranging discussion about history of classification of Health Administrator's position and rationale for salary increase. Steve Tsai and Dan Sichel suggested that this issue should be discussed with the Personnel Board and Town Administrator.

Approval of the minutes from January 18, 2023. 8-0

Next meeting Wednesday, Feb 1, 2023. Motion to adjourn at 9:33pm Approved 8-0.

Respectfully submitted,  
Natalie Weare