

## **FINANCE COMMITTEE**

### **Minutes**

**February 27, 2014**

Regular meeting of the Finance Committee was held on Thursday, February 27, 2014 at 7:30 p.m. in the Finance Committee Room, Town Hall with the following members present: L. Pitman, J. Burke, J. McDermott, M. Iwanowicz, D. Crowley, A. Healy, J. Denneen, D. Bruce, S. Lawson, 8:15 p.m. - P. Hinton. Absent were C. Lane, T. Williams, S. Ahmed, J. Lowre and D DiCenso. Also in attendance was Town Administrator M. Boynton, Fire Chief T. Bailey, Finance Director M. Thompson and Town Accountant J. Cuneo and Selectmen C. Snuffer.

7:30 p.m. – Quorum being present, the meeting was called to order by the Chairman L. Pitman.

#### **May 5, 2014 Spring Annual Town Meeting**

Town Clerk R. Fucile spoke to his budget – He brought to the committee the 1724 book that has been preserved. This will also be available in the CD format. Cost \$2,290 to do the preserving of this book and was paid for by the Historical Commission. Cost approximately \$6,000 to do three additional books and will be spent on books that are starting to deteriorate. Like to do the books 1776 – 1885. He would like to see this project going forward for the next ten years. It preserves the past of the Town. On a question from the committee, he will look into making CD's available. He had requested \$10,000 for this preservation. Town Administrator recommending \$5,000. Committee discussed in detail on where to come up with an additional \$1500 to do three books. Town Administrator spoke to there might be money in the Municipal Office Budget due to a new phone system being implemented. He will also speak to the Historical to possible provide additional funding for this project.

**MOTION MADE** by J. Denneen, Seconded by S. Lawson for Favorable Action on the Town Clerk's Budget in the amount of \$147,041 (reduce the Municipal Offices Budget by \$1500), Motion Passed (9-0-0) (9 voting) Unanimous

#### **Elections & Registrars**

Budget has been increased due to two additional elections. Cost of elections is approximately \$16,000 each. In FY15, there are three elections. Town Election, Primary and General Election. Police overtime is included in the Election Budget for police details.

**MOTION MADE** by J. Denneen, Seconded by D. Crowley for Favorable Action on the Elections & Registrars in the amount of \$105,729, Motion Passed (8-0-1) (J. Burke abstained) (9 voting)

8:15 p.m. – Committee Member P. Hinton

**Municipal Office/Budget** – Town Administrator spoke to this budget. Telephone line item has been reduced to the pending implementation of a new phone system which will include fiber optics in all the buildings and mobile charges. Under rentals this is for the postage machine. Cell phones costs are within each department. Supplies are purchased through this budget then charged back to individual budgets.

Town Administrator's recommendation for this budget is \$57,950. This amount has been reduced in the amount of \$1500 due to Finance Committee allocating \$1500 to the Town Clerk's Budget.

**MOTION MADE** by J. Denneen, Seconded by S. Lawson for Favorable Action on the Municipal Office Budget in the amount of \$56,450, Motion Passed (10-0-0) (10 voting) Unanimous

### **Norfolk County Retirement**

Town Administrator spoke to this budget. Mr. Boynton spoke to this budget still underfunded. Town is legally obligated to fund. The unfunded actuarial accrued liability as of January 1, 2012 is \$42,454,446 for Walpole.

**MOTION MADE** by J. Denneen, Seconded by S. Lawson for Favorable Action on the Norfolk County Retirement Budget in the amount of \$3,576,785, Motion Passed (9-0-1) (J. Burke abstained) (10 voting)

8:30 p.m. – Committee Member P. Hinton left.

### **Unemployment Compensation**

Town Administrator spoke to this budget. \$250,000 being requested. Most of the applicants are from the school side. As of February 28, 2014 \$77,365 has been expended. FY13 \$187,690 was expended.

**MOTION MADE** by J. Denneen, Seconded by J. Burke for Favorable Action on the Unemployment Compensation Budget in the amount of \$250,000, Motion Passed (9-0-0) (9 voting) Unanimous

### **Employee Fringe Benefits**

Town Administrator spoke to the increase in this budget due to increase in health insurance rates. Committee discussed the insurance rates and the various health plans available for employees.

**MOTION MADE** by J. Denneen, Seconded by J. Burke for Favorable Action on the Employee Fringe Benefit Budget in the amount of \$9,550,210, Motion Passed, (9-0-0) (9 voting) Unanimous

### **Debt Service**

Town Administrator spoke to this budget. Work has not yet commenced on the Fisher School project. They are still awaiting approval from the SBAB. It will cost \$40,000 for a project manager and architect. \$3,900,000 to do boilers and windows which they hope to do in house, that way they don't have to pay for the architect. Cost of the roof alone is \$1,900,000 Full impact won't be until FY16.

**MOTION MADE** by J. Denneen, Seconded by D. Crowley for Favorable Action on the Debt Budget in the amount of \$3,342,046, Motion Passed (9-0-0) (9 voting) Unanimous

### **Animal Control**

J. Spillane, previous animal control officer that had retired but has agreed to come back to work for the town as the Animal Control. He is allowed to do this as it is within the guidelines for retirees for Norfolk County.

**MOTION MADE** by D. Bruce, Seconded by J. Burke for Favorable Action on the Animal Control Budget in the amount of \$66,523, Motion Passed (9-0-0) (9 voting) Unanimous

### **Treasurer/Collector**

M. Thompson, Finance Director spoke to the budget. Staff consists of Finance Director, Assistant Treasurer, one payroll clerk and three customer service representatives. Finance Director feels that adequate controls are in place for security and does not anticipate any problems. She spoke to being on the job for only six months and is unsure of the budget. She would like additional classes for her second in command, Assistant

**MOTION MADE** by J. Denneen, Seconded by S. Lawson for Favorable Action on the Treasurer's Budget in the amount of 449,848, Motion Passed (9-0-0) (9 voting) Unanimous

### **Accountant's**

J. Cuneo spoke to this budget. Staff includes, Accountant, Assistant Town Accountant and part time clerk Under training, Accountant would like additional money for training for the assistant.

**MOTION MADE** by J. Denneen, Seconded by D. Crowley for Favorable Action on the Accountant's Budget in the amount of \$188,722, Motion Passed (9-0-0) (9 voting) Unanimous

Capital Budget Requests - Munis will be upgraded this year. Would like additional money for document management system that would do away with hard copies and a paperless payroll. This will be discussed with Capital Budget Committee.

**Minutes**

**MOTION MADE** by J. Denneen, Seconded by D. Bruce to accept the February 20, 2014 Meeting (8-0-1) (J. Burke abstained) (9 voting)

**Adjourn:**

**MOTION MADE** by J. Denneen, Seconded by D. Crowley to adjourn at 10:15 p.m., Motion Passed (9-0-0) (9 voting) Unanimous

Respectfully submitted,

Clare P. Abril  
Clerk