

Finance Committee

Minutes

February 4, 2016

Regular meeting of the minutes of the Finance Committee meeting held on Thursday, February 4, 2016 at 7:00 p.m. in Room #112, Finance Committee Room, Town Hall with the following members present: D. Bruce, J. Burke, J. McDermott, M. Trudell, K. Guyette, J. Lowre, S. Lawson, A. Healy, P. Stasiukevicius, T. Bowen, and J. Vaillancourt. Members absent were D. Crowley, P. Hinton, R. Mariani and J. Denneen. Also in attendance was Fire Chief T. Bailey, Finance Director M. Thompson, and Town Accountant J. Cuneo.

7:00 p.m. – Quorum being present, the meeting was called to order by the Chairman D. Bruce.

Announcements

Chairman spoke to the need to notify the secretary as soon as possible if you are unable to attend a meeting in order to ensure that there would be no quorum issues

Town Administrator.

Town Administrator provided the committee with an overview and a detailed spreadsheet of the entire Debt Budget dated 1/26/16. He anticipates the Police and Fire Facilities numbers will change prior to Spring Town Meeting due to anticipating receiving firm costs estimates. Work is still on schedule. They are getting ready to go before Permanent Building Committee. They are working on the number of bays for the Fire Station and will still need to have vehicles at satellite station. There is a place holder for the Council On Aging, anticipate it coming on year 2022. They are looking at the design phase and need to submit to State, this could take up to one year. Debt Budget will increase by 1.9% to just over \$3,735,000. 2019 is a deficit budget year.

Free Cash - Free Cash has been certified at \$4,168,847.

FY2017 General Government Budgets

FinCom will review the budgets line item by line item. It was noted that the budgets include a 2% non-union increase for non-union personnel.

Charter Review Committee – No funds being requested.

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for -0- funds, Motion Passed (11-0-0) (11 voting) Unanimous

Town Moderator – No funds being requested

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for –funds, Motion Passed (11-0-0) (11 voting) Unanimous

By-Law Review Committee – No funds being requested

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for 0 funding for the By-Law Review Committee, Motion Passed (11-0-0) (11 voting) Unanimous

Selectmen

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for Favorable Action on the Board of Selectmen’s Budget in the amount of \$81,631, Motion Passed (11-0-0) (11 voting) Unanimous

Administration

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for Favorable Action on the Administration Budget in the amount of \$462,270, Motion Passed (11-0-0) (11 voting) Unanimous

Finance Committee

Discussion ensued that the dues request had been removed in prior years due to no interest by the members to attend the meetings. The cost of mailing the recommendations of the Finance Committee to each residence needs to be addressed, this will require a charter change.

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for Favorable Action on te Finance Committee Budget in the amount of \$21,532, Motion Passed (11-0-0) (11 voting) Unanimous

Reserve Fund

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for Favorable Action on the Reserve Fund Budget in the amount of \$175,000, Motion Passed (11-0-0) (11 voting) Unanimous

Town Accountant

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for Favorable Action on the Town Accountant Budget in the amount of \$199,171, Motion Passed (11-0-0) (11 voting) Unanimous

Treasurer/Collector

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for Favorable Action on the Treasurer/Accountant Budget in the amount of \$480,685, Motion Passed (11-0-0) (11 voting) Unanimous

Municipal Offices

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for Favorable Action on the Municipal Offices Budget in the amount of \$62,450, Motion Passed (11-0-0) (11 voting) Unanimous

Assessors

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for Favorable Action on the Board of Assessors Budget in the amount of \$305,939, Motion Passed (11-0-0) (11 voting) Unanimous

Legal

Budget has been increased due to anticipated legal work required with Siemen's.

MOTION MADE by K. Guyette, Seconded by J. Lowre for Favorable Action on the Legal Budget in the amount of \$190,500, Motion Passed (11-0-0) (11 voting) Unanimous

Personnel Board

Committee questioned the need to have a back-up for the Personnel Department due to the anticipated retirement of the present individual. There is a clerk in the Administration Department that has been assuming some of the duties, individual is being paid out of the Insurance Budget.

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for Favorable Action on the Personnel Board Budget in the amount of \$2,750, Motion Passed (11-0-0) (11 voting) Unanimous

Information Systems

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for Favorable Action on the Information Systems Budget in the amount of \$292,720, Motion Passed (11-0-0) (11 voting) Unanimous

Town Clerk/Elections Elections & Registrars Budgets

These budgets held till the new Town Clerk, Danielle Sicard, meets with the Committee

Conservation Commission

Additional hours included in this budget for the Conservation Agent.

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for Favorable Action on the Conservation Budget in the amount of \$73,740, Motion Passed (11-0-0) (11 voting) Unanimous

Planning Board

Increase in additional 6 hours for the secretary as she is assuming some of the work load of the Zoning Board secretary.

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for Favorable Action on the Planning Board Budget in the amount of \$68,235, Motion Passed (11-0-0) (11 voting) Unanimous

Zoning Board of Appeals

Reduction in the hours for personnel services, as this position has been merged with the Conservation, Planning Board and Community Development Departments. Duties of taking the minutes of these meetings will be assumed by the Conservation Commission Secretary.

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for Favorable Action on the Zoning Board of Appeals Budget in the amount of \$11,510, Motion Passed (11-0-0) (11 voting) Unanimous

Ponds

MOTION MADE by P. Stasiukevicius, Seconded by J. Lowre for Favorable Action on the Pond's Budget in the amount of \$1500, Motion Passed (11-0-0) (11 voting) Unanimous

Community & Economic Development

New part time position added in the amount of \$51,300 with the merging of the Zoning Board, Conservation and Planning Board secretarial positions.

MOTION MADE P. Stasiukevicius, Seconded by J. Lowre for Favorable Action on the Community & Economic Development Budget in the amount of \$147,026, Motion Passed (11-0-0) (11 voting) Unanimous

Permanent Building Committee

No funds being requested.

MOTION MADE by P. Stasiukevicus, Seconded by J. Lowre for 0 funding for the Permanent Building Committee Budget, Motion Passed (11-0-0) (11 voting) Unanimous

Town Report & Annual Audit

Increase in this budget due to OPEB Actuarial Review and increase in funding for the annual audit for the school department.

MOTION MADE by P. Stasiukevicus, Seconded by J. Lowre for Favorable Action on the Town Report & Annual Audit in the amount of \$65,500, Motion Passed (11-0-0) (11 voting) Unanimous

Trust Fund

MOTION MADE by P. Stasiukevicus, Seconded by J. Lowre for Favorable Action on the Trust Fund Budget in the amount of \$175, Motion Passed (11-0-0) (11 voting) Unanimous

TIF Agreement

Town Administrator to provide the Committee with the latest agreement.

Siemens Site Visit

Members of the Board of Selectmen, Finance Committee and Economic Development Commission have been invited to tour the facility. Thursday, February 11, 2016 was scheduled for the Finance Committee. If you are attending, please notify the Town Administrator, as the tours are not open to the public.

E-Mails

Chairman reminded the members that all e-mails are public records and any discussion items should not be put into an e-mail.

Chapter 70 Resolution

Town Administrator will forward a copy of this resolution. Suburban Coalition would like the Committee to vote to send the resolution to Beacon Hill.

Finance Committee Meeting Schedule

Next meeting is scheduled for Monday, February 8, 2016.

Adjourn:

MOTION MADE by M. Trudell, Seconded by J. Lowre to adjourn at 9:05 p.m. Motion Passed (11-0-0) (11 voting)

Respectfully submitted,

Clare P. Abril
Clerk