

FINANCE COMMITTEE

Minutes

February 21, 2013

Regular meeting of the Finance Committee was held on Thursday, February 21, 2013 at 7:30 p.m. in Room #112, Town Hall with the following members present: J. Denneen, J. Burke, C. Lane, M. Kent, , S. Ahmed, D. DiCenso, . D. Bruce, T. Williams, S. Lawson. J. McDermott, M. Iwanowicz Also in attendance was Town Administrator M. Boynton, Fire Chief T. Bailey, and Town Accountant J. Cuneo.

7:30 p.m. – Quorum being present, the meeting was called to order by the Acting Chairman J. Denneen.

Town Administrator

Town Administrator spoke to the insurance rates being established last week by West Suburban. Legacy plans are a thing of the past, some of the different health plans are seeing a rise of 18% to 19%, but not in Walpole. Town only funds in the Rate Saver Plan. There is an increase of 4%, which is better than 7%, feels it is very positive. There is a savings of \$212,000 off what Town Administrator's Budget. Savings will go into the Snow and Ice Budget and Reserve Fund.

Information Systems – Speaking to this budget was the new IT Director M. Donovan. He began work with the town on January 28, 2013 and is becoming familiar with the operations.

Budget adjustments in the salary line item is due to a new employee's rate. Equipment maintenance took a big jump, this line item includes all servers and maintenance and he is trying to put preventative maintenance contracts in place. There also has been an increase in license fees. Inventory system is in place, and tracks out everything. Old equipment is surplus out. Town had been previously been keeping the equipment but they are attempting to be more aggressive with turnover. Town is going to replace the phone systems and will start with police and fire departments, everything will be done on one switch.. School Department will be done at a later date. There has been a savings of \$35,000 on the new library for phones.

Munis information is stored off site and the rest of the files are backed up in Springfield. Town's security system, when it is set up, will be under this budget, it will be a general municipal security system.

MOTION MADE by D. Bruce, Seconded by J. Burke for Favorable Action on the Information Systems Budget in the amount \$265,829, Motion Passed, (11-0-0) (11 voting) Unanimous

Personnel Board – Members present were M. Campbell, P. Hinds, W. Ryan and J. Sheppard. Also Assistant Town Administrator J. Johnson and Human Resource Administrator V. Donohue.

Personnel Board Budget

Personnel Board in agreement with Town Administrator's recommendation

MOTION MADE by D. Bruce, Seconded by J. Burke for Favorable Action on the Personnel Board Budget in the amount of \$2,950, Motion Passed (11-0-0) (11 voting)

Personnel Board – Article 2 Personnel By-Laws

Personnel Board is recommending changes to **Article 18/Overtime and Compensatory Time**, limiting the maximum hours to 40 per year for compensatory time and compensatory time cannot be carried over from year to year, time has to be used in the fiscal year. Grades have been adjusted to bring in line with the new proposed salary schedule.

Article 34 – Quinn Bill – State no longer funds their 50% share of the Quinn Bill,. There are four non-union positions in the Quinn Bill. This allows the four positions to be compensated the same as the union and maintains the equity with union/non-union. Personnel By-Laws have different rules and do not necessarily mirror union contracts.

MOTION MADE by J. Denneen, Seconded by S. Lawson for Favorable Action on Article 2- Personnel By-Laws, Motion Passed (11-0-0) (11 voting) Unanimous

Article – 3 Salary Schedule

Steps increase, different towns differ on the number of steps on their schedule. Walpole has proposed to eliminate the unused steps from prior years. Survey was done of 24 towns and Walpole's rate of pay fell within the range, there are different duties in each town. Walpole is not the highest and not the lowest. Employees are required to obtain a satisfactory review for a step increase.

MOTION MADE by S. Ahmed, Seconded by T. Williams for Favorable Action on Article 3- Personnel Board Salary Schedule, Motion Passed (11-0-0) (11 voting) Unanimous

Article 4- Personnel Board/ Funding

No monies are being required under this article.

MOTION MADE by D. Bruce, Seconded by S. Lawson for No Action, on Article 4, Motion Passed (11-0-0) (11 voting)

Town Administrator- Miscellaneous Budgets

Selectmen – Basically no changes in budget, slight increase in dues and membership for the MMA. Executive Assistant's position is funded half through this budget and the other half in the Administrator's Budget.

MOTION MADE by D. Bruce, Seconded by S. Lawson for Favorable Action on the Selectmen's Budget in the amount of \$75,548, Motion Passed (11-0-0) (11 voting)

Town Administration

Budget is level funded, drop in ICMA conference due to being held in Boston next year. Advertising is for bids, legal advertisements and positions. Advertising does not include Zoning, Planning Board and Conservation Ads. Professional Services are for technical consultants and some appraisal services. Some of the salary line items are charged to the Water and Sewer Department.

MOTION MADE by D. Bruce, Seconded by S. Lawson for Favorable Action on the Town Administrator's Budget in the amount of \$430,687, Motion Passed (11-0-0) (11 voting) Unanimous

Finance Committee

Budget is modest. On questions from the Committee, change in the way publication is done, some members spoke to wanting to see it on line instead of mailed to the residents. It will take time to change over and some people haven't computer access. To do this, would require a Charter change. The previous Charter Commission there were strong feelings not to change the way it done, felt Town is obligated to provide it in printed form. Some members spoke to this being a waste of \$10,000.

MOTION MADE by D. Bruce, Seconded by S. Lawson for Favorable Action on the Finance Committee Budget in the amount of \$21,665, Motion Passed (11-0-0) (11 voting)

Reserve Fund

This budget falls under the Finance Committee and is for unexpected and unforeseen expenses.

MOTION MADE by D. Bruce, Seconded by J. Burke for Favorable Action on the Reserve Fund Budget in the amount of \$189,650, Motion Passed (11-0-0) (11 voting) (Unanimous)

Municipal Officers –

Purchasing and postage meters are covered under this budget.

MOTION MADE by D. Bruce, Seconded by J. Burke for Favorable Action on the Municipal Officers Budget in the amount of \$56,600, Motion Passed (11-0-0) (11 voting)

Legal Budget – Committee requested a breakdown of the different cases for the Town. In prior years, Committee has reviewed cases with Selectmen in Executive Session. Town Administrator will provide to the Committee a breakdown of the various cases. Budget includes labor and legal counsel. Town Administrator is satisfied with the services of Town Counsel Kopelman and Paige and Town's labor counsel.

MOTION MADE by D. Bruce, Seconded by S. Lawson for Favorable Action on the Legal Budget in the amount of \$167,000, Motion Passed (11-0-0) (11 voting) Unanimous

Town Report/Audit

Town is not in the OPEB audit cycle, funding is down. Hopefully, the auditors will recognize the savings in health insurance.

MOTION MADE by D. Bruce, Seconded by S. Lawson for Favorable Action on the Town Report/Audit Budget in the amount of \$43,500, Motion Passed (11-0-0) (11 voting) Unanimous

Trust Fund Commission

MOTION MADE by D. Bruce, Seconded by S. Lawson for Favorable Action on the Trust Fund Commission Budget in the amount of \$175, Motion Passed (11-0-0) (11 voting) Unanimous

Employments Retirement Assessment

Assessment is paid on July 1 to take advantage of 2% credit.

MOTION MADE by D. Bruce, Seconded by S. Lawson for Favorable Action on the Employment Retirement Assessment in the amount of \$3,106,054, Motion Passed (11-0-0) (11 voting) (Unanimous)

Unemployment

MOTION MADE by D. Bruce, Seconded by S. Lawson for Favorable Action on the Unemployment Budget in the amount of \$250,000, Motion Passed (11-0-0) (11 voting) Unanimous

Employee Fringe Benefits

MOTION MADE by D. Bruce, Seconded by S. Lawson for Favorable Action on the Employee Fringe Benefits in the amount of \$8,898,852, Motion Passed, (11-0-0) (11 voting) Unanimous

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MOTION MADE by J. Burke, Seconded by S. Lawson for Favorable Action on the Minutes of the February 11, 2013 meeting, Motion Passed (9-0-2) (D. DiCenso, C. Lane abstained) (11 voting)

Executive Session

Present were: Labor Counsel K. Feeley, Town Accountant J. Cuneo and Assistant Town Administrator J. Johnson.

Finance Committee Chairman's Declaration:

I, Joe Denneen, Acting Chairman, declare that: under G.L. c.30A sec.21(4), the purpose of the executive session will be to discuss the deployment or strategy regarding security devices, that a discussion of the foregoing in open session could compromise the purpose for the executive session; and that the Finance Committee shall not return to open session at the conclusion of the executive session.

MOTION MADE by J. Denneen, Seconded by D. Bruce to go into Executive Session at 9:00 p.m. Motion Passed on a Roll Call vote: J. Denneen-Aye, J. Burke-Aye, M. Kent-Aye, S. Ahmed-Aye, C. Lane-Aye, D. DiCenso-Aye, D. Bruce-Aye, T. Williams-Aye, S. Lawson-Aye, J. McDermott-Aye, M. Iwanowicz-Aye., Motion Passed, (11-0-0) (11 voting) Unanimous

The Board had moved out of Executives Session 9:45 p.m. and adjourn.

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MOTION MADE by D. Bruce, Seconded by S. Lawson to adjourn at 9:45 p.m., Motion
Passed (11-0-0) (11 voting) Unanimous

Respectfully submitted,

Clare P. Abril
Clerk .