

Minutes

Finance Committee

January 16, 2020

Meeting called to order at 7:01 PM by Dan Sherman

Present: Dennis Hogan, Dan Sherman, Jim Sullivan, Peter McManama, Joe Bertrand, Doug Butler, Stefan Chase, Brian Cusack, Don Ravenelle and Jan DiGiambattista

Not in Attendance: Evan Kenney, Gerard Leeman, Joe Tringale and Joanne Reilly

Also in Attendance: Town Administrator Stephen P. Maio, Town Accountant Kevin Gill, Senior Center Director Judy Luciano, Veterans Agent Karen Burke, Fire Captain Randy Hudson, and Town Counsel Tom Mullen.

- 1) Public Participation: None
- 2) Motion to approve minutes of the minutes for the November 18, 2019 meeting by Dennis Hogan
Seconded by Brian Cusack and so voted.
- 3) Town Hall Budget Subcommittee Chair Jan DiGiambattista presented an overview of the Town Hall Budgets presented. A copy of the minutes are attached.
- 4) The following FY2021 Budgets were presented:
 - 1) Budget #5 – Legal
 - 2) Budget #11 – Election Expense
 - 3) Budget #12 - Finance Committee
 - 4) Budget #13 - Conservation Commission
 - 5) Budget #15 – Board of Appeals
 - 6) Budget #18 – Fire Alarm/Traffic Signals
 - 7) Budget #22 – Animal Inspector
 - 8) Budget #24 - Parking Clerk

- 9) Budget #25 – Council on Aging
- 10) Budget #27 – Recreation
- 11) Budget #28 - Veteran Services
- 12) Budget #36 – Street Lights
- 13) Budget #38 – Historical Commission
- 14) Budget #41 – Unemployment
- 15) Budget #42 – Reserve Fund (Finance Committee discussed increasing this budget to be more in line with the overall Town Budget.
- 16) Budget #44- Professional Medical

5) Committee Comments:

- i) School Liaison Peter McManama stated that the School Budget subcommittee had met a few times and that the Schools will present their preliminary Budget to the Finance Committee in February.
- ii) Fire department Liaison stated that the Fire Department Budget was basically level funded with the exception of Personal Services. There is a concern about retirements and buybacks. Finance Committee is requesting some projections.
- iii) Dan Sherman reported that the Library Budget was approved by the Trustees and was projected at an increase of less than 3%.
- iv) Joe Bertrand updated the Finance Committee on the Greenwood School Roof project.
- v) The Finance Committee discussed the process going forward at the Town Council meetings. It was determined that the Subcommittees would provide an analysis to the Town Council but the actual presentation of the Budget would be handled by The tow Accountant and Town Administrator and Department Head.

- 6) Motion to adjourn at 8:48 P.M by Joseph Bertrand seconded by Brian Cusack and so voted.

Minutes
Town Hall Subcommittee
January 16, 2020 – 6:00 pm

Meeting called to order at by Jan DiGiambattista in the Town Hall 2nd SPM Office 6:00pm

FinComm Member Present: Jan DiGiambattista – Sub Committee Chair, Don Ravenell – Sub Committee member, Daniel Sherman –FinComm Chairman

FinComm Members Absent: Evan Kenney- Sub Committee member

Town Hall Department Attendees Present: Stephen Maio and Kevin Gill

1) Town Hall budgets were reviewed with the following noteworthy comments:

I) Treasurer Budget:

- a. The increases for the 2021 budget were for salary employees. All else was level funded for 2021. It was discussed at vacant line item be reviewed and removed if feasible that has been at \$.00 for the past 3 years.
 - i. Vehicle Allowance
- b. It was also discuss if the Travel Allowance inside the Commonwealth could be decreases as only \$10.00 has been used in the past 3 yrs.

II) Tax Collectors Budget:

- a. The increase for 2021 salary increase except for the Supervisor role
- b. Repair for Furniture has been vacant for the past three years. Should be monitored if still needed as a line time.
- c. Contractual service line items that have increased and decreased in 2020 under review:
 - i. Professional Services reduced under evaluated for next few years for further reductions if necessary \$1,250
 - ii. Postage increased – for tax bills – under evaluation for increase of tax bills and additional postage needs. Increased \$2120.00

III) Assessors Department Budget: Increase due the Professional services for 2021 and level funded in other areas:

- a. Two line items seem to be under budget for 2021
 - i. Furniture/Repair
 - ii. Printing and Stationary
 - 1. It was discussed if these two line items could be compensated decreasing from other line items such as Auto Allowance, Postage and Professional services to balance out the overage of these two areas.

IV) Town Clerk Budget: Main increases were for the Personal Services for 2021 and Printing & Binding/Postage line items.

- a. Increase to Printing and Binding is need for older bindings to be repaired or reprinted.
- b. Postage should be evaluated as it is over budget for the past 2-3 years and 2021 budge looks to be still under budget for past years.

c. Travel inside the Commonwealth has been decreased to \$.00 for 2021

V) Election and Registration Budget:

- a. This budget is decrease in Personal services for a decrease in Clerks salaries.
- b. It was discussed that it is possibility the Election budgets may be combined in the future.

VI) Board of Health Budget: The biggest change was the Professional services line item increased by \$19,892.00 for Contractual services of Personal services line item. Line items currently vacant:

- a. Medical Supplies – is this line item needed?
- b. Bacterial Environment testing – is this line item needed?

VII) Medicare Budget:

- a. 2021 budget had a &37,490.00 increase in the tax levy line item

VIII) Planning Board Budget: Completely level funded

- a. Decrease of \$3,000 for 2021 in Contractual services.

The meeting was adjourned at 6:50 pm with the knowledge that the remaining budgets still need review and will be available to the subcommittee as they are completed and available in February.

Summation:

The Town Hall budgets continue to be kept in good order and main increases are due to salary increases and salary evaluation growth. The majority of the budgets discussed at this meeting were level funded for the year 2021. Supervisor salaries were not included in these budgets as they are still in contract negotiations. A few budgets were evaluated for

- Vacant line items in the past 3 years for possible removal
- Balance funding between line items for example: Materials and Supplies & Contractual Service line items. Line increase and others decrease.
- Combining the Elections budgets into one budget instead of three

As always any funds unused are reimbursed back in to the General Fund.

Minutes
Town Hall Subcommittee
January 9, 2020 – 6:00 pm

Meeting called to order at by Jan DiGiambattista in the Town Hall 2nd SPM Office 6:20pm

FinComm Member Present: Jan DiGiambattista – Sub Committee Chair, Evan Kenney- Sub Committee member , Don Raven – Sub Committee member

Town Hall Department Attendees Present: Stephen Maio and Kevin Gill

1) Town Hall budgets were reviewed with the following noteworthy comments:

I) Legal Budget:

a. The increase for the 2021 budget was \$3,405 for the salary increase for Tim Mullen

II) Election Expense Budget:

a. The increase for 2021 was due to the additional elections for the coming year.

III) Conservation Department: Increase due the Professional services for 2021.

IV) Board of Appeals Budget:

a. Increase of \$2,500 for anticipated appeals for 2021.

b. There is \$7,768 in receipts 26 hearings so far for budget 2020.

V) Recreation Department Budget:

a. It was noted that .74% salary increase was budgeted for 2021. This salary is absorbed by the revenue generated by the Recreation Program fees.

VI) Veteran Department Budget:

a. The increases of \$929 were due to professional and contractual services.

VII) Animal Inspector Budget:

a. 2021 budget had a .63% increase in Professional services.

VIII) Parking Clerk Budget:

a. Decrease of \$3,000 for 2021 in Contractual services.

IX) Council on Aging Budget:

a. The increase for this budget is for Personal Services for the year

X) Unemployment budget:

a. This budget was level funded for 2021.

XI) Street Light budget:

a. The streetlight line item was level funded for 2021.

XII) Professional/Medical:

a. This budget is level funded for 2021.

XIII) Fire Alarm:

a. Level funded for 2021

XIV) Historical Commission:

a. Level funded for 2021

XV) Finance Committee Budget:

a. Level funded for 2021

XVI) Reserve Fund

a. This budget is level funded for 2021.

The meeting was adjourned at 7:15 pm with the knowledge that the remaining budgets still need review and will be available to the subcommittee as they are completed and available.

Summation:

The Town Hall budgets continue to be kept in good order and main increases are due to salary increases and salary evaluation growth. The majority of the budgets discussed at this meeting were level funded for the year 2021.