

FINANCE COMMITTEE MEETING MINUTES

January 4, 1988

The meeting was called to order at approximately 7:35 pm

Present: R. Anderson, M. Brown, J. Desrochers, P. Helmreich
C. MacQuown, R. Nugent, A. Smith, D. Ward, B. Kimball

MODERATOR

E. Boyle reviews budget. Level funded for F89.

Review expenses: Dues and Fees for attendance to conferences.

Review conferences and discussions between Town Moderators.

Finance Committee Association Dues

P. Helmreich questions prior year bill but the bill was just received for these dues.

R. Anderson moves to pay \$105 to the Association of Town Finance Committees from Finance Committee Expense account.

D. Ward seconds.

8-0-1

P. Helmreich notes the committee has received computer printouts from S. Lombard regarding Town budgets, Recap sheets and Receipts.

P. Helmreich notes that S. Lombard spoke to him in late December regarding a State reimbursement for a computer for the Police Department. S. Lombard filed the application stating that he could present the idea to the Finance Committee for a transfer. The Town would have to match the State funds. P. Helmreich asked him to be prepared to discuss with the committee the overall computer systems. S. Lombard noted that he would not like the Police on the same computer as the rest of the Town because their work is confidential and not binding with other departments in the Town.

PERSONNEL BOARD

G. Normile presents budget.

Salary increase from \$5 to \$7 per hour due to yearly increase and trouble retaining secretaries. There is an increase in hours from 160 to 200 hours annually, due to the board meeting more regularly and generating more paperwork. Increase of \$100 in printing costs of bylaw Personnel booklets.

Review of Personnel Documents.

Salary and Wage ranges: Positions all reviewed by job descriptions.

Shown as 40 hours per week to show the total picture of the Full time, 35 hour, hourly and part time employees. Correction: delete Senior Library Associate and add Senior Library Assistant in Group #4 (the Board has not yet voted on this)

New Positions in Police Dept
group 6

Record coordinator-to be held by Edward Smith Jr (administrator asst)
Computer system administrator-currently record clerk Justine York

New Position - Assistant Treasurer which will be held by the
current office administrator

R. Anderson questions the guideline of 6% increase.

G. Normile notes that he was using the baseline that the
Executive secretary was using.

Discussion of Town employees percentage increase, past and present.

Discussion of Town employees problems:

attracting new employees

keeping employees

attempt to address inequality in regards to Business wages and
Municipal wages

The Personnel board notes that they have asked any departments
with any problems to come before the board:

The Assistant Town Accountant did and is requesting \$20,000 - 11.1%.

The only department the Board has not seen is the Recreation
Dpt.

G. Normile states he feels it should take approx 5 years for an
employees to move from the bottom of the range, through the range and
to the top of the range.

ZONING BOARD OF APPEALS

Secretary is being paid \$6 per hour.

Increase in general postage is due to Mass law that states
the Board must send copies of Decisions to all abutters.

B. Kimball moves that the minutes of the meeting of
December 7, 1987 be accepted.

R. Nugent seconded.

Correction: add B. Kimball as present member
Unanimous

Certified free cash as of 7-1-87 is \$1,731,620. Deficit of
\$189,238 from Water Department. The Department has transferred
the funds from the Enterprise account to cover deficit.

LIBRARY (updated budget given to members)

Budget presented by Ann Hill, Herb Ellison and Jay Scherma,
also Louise Lynch and Shirley Shields.

Budget reflects two major increases:

1) Personnel with Personnel Board approval in new ranges in F88
moved along the ranges in F89

2) Operating costs show optimistic view of costs in new building
for six months. The Board has looked at local energy costs for
their building computations

ABLE Allocation is full cost of system. Total automated system
is now available to the Town

Changes in budget from previously received budget

Joy Tripp from 6.05 to 6.25

Susam Mimm

7,838

Pages	4.12 to 4.25	3,549
Custodian	7.04 to 6.78	6,427
few dollar changes due to addition errors		
TOTAL	\$143,696	
REQUEST	114,547	

Last year the budget expected three months in new building.
The Library trustees will turn the expenses back to the Town
via E&D at the end of the fiscal year.

The income estimates include the \$500,000 grant in Spring 88
of which interest will be received.

Telephone increase due to:
additional line for ABLE

New lines for new building and during construction daily
communication will be necessary

Cost of having pay phone available in new building will
initially cost the library

For the Library to qualify for State grants, a percentage
of budget must be used for purchase of new volumes.

J. Scherma notes that it is currently at minimum but there
is a lack of space for purchase of new material.

The meeting was adjourned at approximately 9:05 pm
until 1-6-88 at approximately 7:30 pm