

FINANCE COMMITTEE MEETING MINUTES  
January 6, 1993



Present: T. DeLuca, J. Desrochers, M. Fiore, W. Gouveia, P. Helmreich, J. Nicolas,  
T. Phelan, D. Summerfield

Others present: Acting Town Manager Benton Keene, Jr.

The meeting as called to order at 7:40 p.m.

Main order of business: meet with Acting Town Manager Benton Keene, Jr. to discuss FY 94 budget.

Chairman Gouveia first spoke about the recent conversation he had with Mitchell Perlow. Mr. Perlow reminded Chairman Gouveia that if the Library budget is cut by more than \$5,000 it will result in cuts in State funding by \$4,500. Regarding the possibility of having \$109,000 (Library construction funds) available for the FY94 budget, Mr. Perlow informed Chair Gouveia that he would speak to his Board and see what he could do.

Next, Chair Gouveia turned to tonight's main order of business. He informed Acting Town Manager Benton Keene Jr. of the Town Charter rule that states the Town Manager must prepare a final budget by mid-March and that the Finance Committee is required to hold a public meeting on the Town Manager's budget within 14 days of submission.

Chairman Gouveia called on Acting Town Manager Keene to state his position on preparing a preliminary budget knowing that as Acting Town Manager he is under time constraints and lacks clerical support.

Acting Town Manager Keene stated that he had not arrived at working figures yet and suggested that that should be the first criteria in order to prepare the FY 94 budget. The Acting Town Manager stated that he would prepare a preliminary budget to satisfy the Charter.

Chairman Gouveia agreed and suggested that the Committee and the Acting Town Manager go over the numbers presented in Steve Lombard's October 23 letter regarding the FY94 Prop 2 1/2 formula.

P. Helmreich talked about the necessity of working with department heads from the Town Manager's budget and suggested that this take place in February.

After further discussion, it was agreed upon by members of the Finance Committee and Acting Town Manager Keene that the following budget assumptions would be used in preparing the FY 94 budget:



Total Estimated Revenues - \$17,197,639 (- \$112,000 Library Construction Funds)

Total Revenue Available for FY 94 - \$16,470,786

Total Reduction Needed - \$1,039,556 (\$662,556 - short in revenue from last year  
\$377,000 - short in medical insurance costs)

The Finance Committee and the Acting Town Manager also agreed for the time being that in preparing the FY 94 budget, they proceed under the assumption that they go by the 50/50 rule in which approximately \$520,000 is cut from the municipal government side and approximately \$520,000 is cut from the school budget side. Concerning the 50/50 rule, Chair Gouveia stated that the School Committee agreed that this is the proper way to go. Chair Gouveia noted, however, that if the Education Reform Bill is passed, all cuts would be made on the municipal government side. Chair Gouveia also noted that it is important for everyone to understand that the agreed upon figure of \$520,000 for each side could change before the Town Meeting in June.

Chairman Gouveia next asked Acting Town Manager Keene whether or not he had a chance to speak to Representative Travis about Norton's budget crunch. Acting Town Manager Keene responded that he had not because Rep. Travis was unavailable. He stated that he would like Rep. Travis to explain the Education Reform Bill to the Selectmen. He also stated that the Selectmen will be alerting department heads about the budget at that their January 28th meeting. P. Helmreich said he would attend as a representative of the Finance Committee.

Next, a motion was moved, seconded, and voted that the Finance Committee request the Acting Town Manager prepare a preliminary budget by February 1. In favor: unanimous

The Finance Committee agreed to meet with department heads and all board chairman on Wednesday, January 13, 1993 to discuss the agreed upon budget figures. Acting Town Manager Keene agreed to notify all department heads and all board chairman.

The meeting adjourned at 9:00 p.m.