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Town of Norton  
Finance Committee  
Minutes of Meeting  
March 2, 1994

MAR 15 1994

NORTON TOWN CLERK

Attendance: Phil Zawasky, Chair, Tom Deluca, Vice Chair, Jackie Desrochers, Michael Fiore, Bill Gouveia, Mary Jo Hackett, Paul Helmreich, Tim Phelan, Donna Summerfield, and Julia Sweet.

Call to Order: 7:44 pm by Phil Zawasky, Chair.

Old Business

A motion was made to accept the minutes of January 3, 1994, by Paul Helmreich and seconded by Tim Phelan. Vote: unanimous.

A motion was made to accept the minutes of February 9, 1994, by Paul Helmreich and seconded by Tom Deluca, Vice Chair. There was a spelling error in the Chair's name other than that there was no further discussion. Vote: 4 approvals (Tom Deluca, Vice Chair, Phil Zawasky, Chair, Michael Fiore, Julia Sweet) and 3 abstentions (Jackie Desrochers, Paul Helmreich, and Donna Summerfield).

New Business

Walter Lindberg, Town Manager handed out four separate documents. The first was an updated FY 1995 Budget Worksheet, (2) Eight pages of FY 1995 Operating Budget summary sheets, (3) Detail sheets (166 pages) with several years history of department detail and ties out to the 8 pages of summary sheets and (4) Draft form of Warrant Articles for the March 21, 1994, special town meeting -- this is just a study sheet.

Walter then reviewed the budget worksheet. Under "Estimated Funding Sources," the last 3 items are non-recurring funds and are for one-shot expenditures.

Tim Phelan asked Walter to explain the difference between Overlay Reserve and Overlay and how the two tie together. Overlay (expenditures side) is reserved for tax abatements, certain exemptions that weren't counted on, technical corrections and some non-collections. When you appropriate overlay on the spending side, it is just that, an appropriation. You may or may not use it all in a current year but because it typically takes about 4 years to collect all the taxes for a current year, you may also have abatements during this period. The balance does not revert, it stays in place. The assessors run a five year picture on overlay. After they take the overlay we've accumulated from the prior years they may give you back \$100,000. That is where the \$100,000 appears back up under funding sources. They look back to a 5 year source of numbers all the way back to fiscal '89'. The

range is approximately \$230,000 for the 5 year period active now. The assessors give the numbers.

Paul Helmreich made a suggestion to move the retirement fund (which is outside operating expenses) and list it along with death services, property and employee benefits in a category of non-operating. This was fine with Walter.

#### Detail/Summary Sheets: Review

#### **Selectmen**

**Town Manager:** Requesting a comparable increase (to Union contract) adjustment to Selectmen's secretary salary (3%). Walter is requesting a technical person to be (1) Heavily skilled in computer applications and would serve as a second support position in Selectmen/Town Manager's office (2) A computer implementation specialist for all the town offices (3) Fill in other departments at peak work load times and when the one support person from a department wasn't in for a long stretch of time such as an illness or vacation.

#### **Finance Committee**

##### **Reserve Account**

**Accounting:** Requesting a new part-time person.

##### **Assessors**

**Treasurer/Collector:** Principle change is in restoration of one-half of a clerical position. This person would alleviate the Water Dept. problem of having the same person who sends out the water bill also take care of the collections--no segregation of duties. There is also a request for a 5% increase in salary in Collector/Treasurer position. Under "Other Personal Services" FY 1995 number of \$67,937 is actually the same as FY 1994 \$68,088--a position was filled at a lower rate of pay. There was some discussion about a Lock Box system for the Water Department and Collector's dilemma.

**Legal Services:** The \$50,000 reserved for legal services is basically just a retainer fee. Burnes and Levinson do more than just retainer services for this fee but next year's fees will definitely exceed the \$50,000.

**Data Processing:** \$6,000 difference is for third party vendor to provide hardware and operating system support, this costs appx. \$500/month. What Walter would like to do is keep the \$6,000 for operating and maintenance, (2) have some consulting expense (3) paper expense, and (4) add a little bit more to Seminars/Conferences.

#### **Tax Title Foreclosure**

**Town Clerk:** There is a 5% increase in clerk's salary account, there is also an \$550 increase in "Other Charges & Expenses" due to increase in the cost of employee bonds.

**Election Registration:** The \$50 increase in Personal Services is from Diane raising her fee.

**Conservation Commission:** Looking to restore a part-time secretarial position to full-time.

**Local Housing**

Bill Gouveia proposed to skip over the planning board budget at Monday night's meeting and request in writing to the planning board, inviting them to join us to discuss it.

Motion to adjourn by Mary Jo Hackett, seconded by Tom Deluca, Vice Chair.  
Vote: unanimous. Meeting adjourned 10:02 pm.

Respectfully submitted,

*Patricia C. Mello*

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Recording Secretary