

**Finance Committee Meeting  
March 21, 2012  
7:30 PM  
Municipal Center – Selectmen’s Conference Room**

**Present:** Chair, Paul Helmreich; Vice-Chair, Lee Tarantino; Robert Camp; Thomas DeLuca; Jackie Desrochers; William Rotondi.

Also present: Town Manager, Michael Yunits.

**Absent:** Peter Carignan; Stephen Evans; Michael Flaherty; Wayne Graf; Michael Thomas.

**Call to Order**

Meeting was called to order at 7:30 pm.

**I. Approval of Minutes**

**Motion** was made by Mr. DeLuca to approve the March 19, 2012 Finance Committee minutes as amended. Seconded by Ms. Desrochers. Vote: All in favor. **Motion carries.**

**II. New Business**

Operating Budget/Town Meeting Requests:

**#420 – Highway Department ~**

Mr. Keith Silver, Highway Superintendent, presented the proposed budget for FY13 as follows: Salaries for \$543,614, which includes an \$8K mistake that was made last year; the addition of a seasonal, 15 week, part-timer for \$9,600; a secretarial retirement payout of \$8,817. Mr. Silver also noted that \$Expenses are \$91,900, Surface Treatment to Town Roads is \$12K, and Repairs to Private Ways is \$4K. The total proposal is \$651,514.

**#423 – Snow and Ice ~**

Mr. Silver stated that the Snow and Ice budget would be \$80K for FY13.

Mr. Silver stated that there is presently about \$50K left in the fuel budget and he feels this should be sufficient for the rest of FY12.

**#440/60 – Sewer ~**

Mr. Duane Knapp, Water/Sewer Superintendent, presented the FY13 proposed sewer budget. He stated that as of July 1, 2012, both departments will become Enterprise accounts. He noted that the Sewer budget for salaries includes the contractual 1% increase as well as a buyback of \$14,041. Mr. Knapp stated that the presented budget includes \$50K for legal services which previously had been provided for by the town. Mr. Yunits said that he would find out how much the town spent for sewer related legal services this past year. The total budget for FY13 would be \$1,667,097, which balances with the anticipated revenue.

**#450/61 – Water ~**

Mr. Knapp noted that there would be a retirement buyback included in this salary budget for his own retirement. The total salary budget would be \$674,443. Charges and Expenditures would be \$1,011,772. Mr. Helmreich questioned what the \$116K for Repair of Buildings goes toward, and asked that Mr. Knapp find out and get back to the committee.

**Town Meeting Warrant Articles:**

**Article 16 – Water Enterprise Budget** – Mr. Mark Abrahams, consultant, reviewed what the article and motion would look like. He said that \$3,283,940 would be moved for salaries, expenses, debt service, and capital overlay. He said that this would not be in the warrant because warrants do not include revenue. This would only be in the motion. A discussion was had on the importance of this being updated in the warrant and

the motions so that correct figures are used. Mr. Abrahams also stated that 264,771 would be included in appropriations and be allocated to the enterprise fund for funding.

It was noted that this article would include the transfer of the Water Special Revenue Fund to the Water Enterprise Fund.

**Article 17 – Sewer Enterprise Fund** – Mr. Abrahams pointed out that the motion for this article would have the same wording as the Water Enterprise article, just different figures. He pointed out that the Expenses and Revenues are equal, though the plan is to not spend the \$489,544 in Budget Surplus and then have it be put into Reserve. It was pointed out that the Sewer Commission would then need to get approval to spend this money on something specific.

### **III. Old Business**

#### **Reserve Fund Transfer – Town Clerk, for Charter mailings:**

Mr. Yunits explained that there is a need to print and mail 693 more copies than previously thought.

**Motion** was made by Mr. Tarantino to recommend the transfer of \$335 from the Finance Committee Reserve Fund to account #001-199-570-5341 and \$735 to account #001-162-570-5701. Seconded by Ms. Desrochers. Vote: Five members in favor, with Mr. Camp opposed. **Motion carries.**

Mr. Helmreich informed the committee that he spoke with a representative from the Historical Commission and they would like to keep their revolving account open for now.

Mr. Helmreich said that he spoke with Ms. Danielle Sicard, Town Clerk, and she said that if the town were to wait until the fall to vote to fund the purchase of an additional voting machine that it would still be in time for it to come in for use in the Presidential election.

### **Next Meeting**

The next meeting is scheduled for March 26, 2012 at 7:30pm.

### **Adjournment**

**Motion** was made by Mr. DeLuca to adjourn at 9:00 pm. Seconded by Mr. Desrochers. Vote: Unanimous. **Motion carries.**

**Documents Referenced:**

- Minutes of March 19, 2012
- Highway budget FY13
- Snow and Ice budget FY13
- Water Budget FY13 and supplementary materials
- Sewer Budget FY13 and supplementary materials
- Reserve Fund Transfer request

Respectfully Submitted by:

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**Paul Helmreich, Finance Committee Chair**

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**Sara Lyons, Finance Committee Secretary**