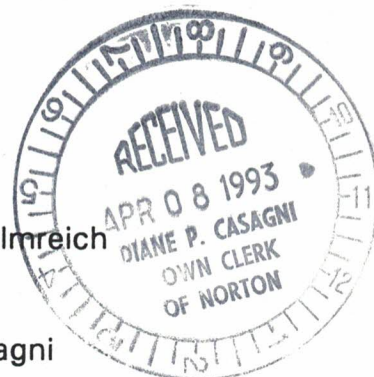


MINUTES OF THE FINANCE COMMITTEE
February 17, 1993



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

Others Present: M. Robbins, J. Clark, B. MacCaffrie, Diane Casagni

The meeting began at 7:30 p.m.

Chair Gouveia called on Muriel Robbins to discuss the impact of cuts in the Treasurer/Collector budget. M. Robbins began by explaining the functions of her office, i.e., preparing payroll, quarterly retirement reports, filing reports with the Bureau of Statistics, preparing reports for the Annual Town Meetings, monthly management reports, working with the auditors, etc. She reminded the Committee that she has already lost one employee and is down to two. Regarding cost saving measures, she said that she is getting better bids on equipment and she is waiting to hear whether or not payroll will be done on a bi-weekly basis.

Impact: M. Robbins stated that a cut in the Treasurer/Collector budget, namely, eliminating the Asst. Town Accountant would mean loss of efficiency and a slow down in production resulting in late reports, information from her department wouldn't be as readily available hurting everyone in the Town Hall, and losing the Asst. Town Accountant would necessitate covering 212 days of benefits. When asked by M. Hackett if the Town is up to date on Cobra and retirement payments, she stated she would check and provide that information to the Committee.

Chair Gouveia called on Jill Clark to give her budget impact presentation. If she had to make cuts, J. Clark suggested the following: eliminate the Retainer Deputy Collector (\$250); could cut repair/maintenance (but do not recommend this) cut: \$100 - microfilm & bulbs; \$200 - office supplies; \$175 - seminars/conferences; could cut tax title foreclosure (but do not recommend this).

Regarding cost savings, J. Clark stated that contracted banking services and contracted real estate bills have saved money and a savings of \$600 resulted from the redesign of the motor vehicle tax bills.

Impact: J. Clark stated that budget cuts in her department would cause a chain reaction in other departments, namely, money couldn't move fast causing the Town to borrow money until it can be moved and State reports would be held up.

Chair Gouveia next called on Barbara McCaffrie. B. MacCaffrie said that a level funded budget is adequate but staffing is a problem. A cut in staff would mean the rest of the staff would have to absorb the workload creating a real hardship. It would mean that the office would have to be closed two days a week.

B. MacCaffrie suggested the following cuts: \$200 - repairs & maintenance; \$500 - data processing; \$200 - office supplies; \$200 mileage & car allowance; \$2,000 - conference and seminars. If need to cut personnel, could cut full-time clerk - \$14,300.

Chair Gouveia opened the floor for questions. Discussion followed on Acone, overlay account, overlay reserve, and the need for a new copy machine.

Next, Chair Gouveia called on Diane Casagni to report on the impact of budget cuts in the Town Clerk's department. D. Casagni asked the Committee not to cut staff in her department. She said she has part-time staff running a full-time office.

D. Casagni suggested the following cuts: Town Clerk's Budget: \$100 - dog tags & licenses; \$50 - office supplies; bookbinding; \$400 - seminars & conferences; \$10 - dues; \$810 - notice to dog owners. D. Casagni requested that the Finance Committee not cut the following: \$260 from repair/maintenance (need for computer repair) and \$200 for printing (needed to print birth certificates, death certificates). In the Election budget: \$50 - personal services; \$1,500 - clerical services (Board of Registrars) \$50 - supplies; \$390 - census; \$1,800 - postage; for a total cut of \$4,800.

Impact: Regarding the impact of budget cuts, D. Casagni reiterated that a cut in staff would be devastating because the Town Clerk's Office is the central office for other departments. She said that due to understaffing, her office is currently six months behind in their work. She said that her department needs a decent word processing program and another computer to make their work more efficient.

Chair Gouveia thanked everyone for presenting their budget impact statements and their suggestions for cuts in each of their budgets.

The meeting adjourned at 10:30 p.m.

