

Finance Committee Meeting

May 12, 2010

7:30 PM

Municipal Center – Selectmen's Conference Room

NORTON TOWN CLERK

MAY 24 2010

RECEIVED

Present: Chairman, Wayne Graf; Vice-Chairman, Thomas DeLuca; Pasquale Barletta; Robert Bouchard; Paul Helmreich; Cheryl McFaun; Michael Thomas; Lee Tarantino; Philip Zawasky; Town Manager, James Purcell.

Absent: Michael Flaherty; Jackie Desrochers.

Call to Order

Meeting was called to order at 7:30 pm.

I. Approval of Minutes

Motion was made by Ms. McFaun to approve the May 10, 2010 Finance Committee minutes as written.

Seconded by Mr. Helmreich. **Vote:** All in favor, with Mr. Tarantino abstaining. **Motion carries.**

II. New Business

Ms. Danielle Sicard, the newly elected Town Clerk, was present to introduce herself to the Finance Committee and address some questions regarding the Town Clerk's FY11 budget. She stated that she does not plan to participate in the town's health care plan for FY11. There was discussion about the concern that some FinCom members voiced about the fact that the Town Clerk's office has 3 employees working a total of 70 hours, and in particular, all 3 positions are receiving benefits from the town. Ms. Sicard stated that she does not plan to participate in the town's health care plan for FY11. Mr. Helmreich pointed out that having 3 employees for 70 hours, all receiving benefits, is not cost effective. Mr. Tarantino questioned how the office would operate if one position was cut. Ms. Sicard said that she plans to examine all of this, but will keep everything as it currently is for now, while she is getting settled in her new position.

FY11 Budget Items –

Veteran's Agent (543) – The FinCom previously voted \$4,426 for Personal Service to fund the work of Ms. Sandy Goulet, an employee of the Town Clerk's office, to process fuel assistance applications. Mr. Purcell explained that his intent was to decrease Ms. Goulet's office in the Clerk's office by 5 hours and add those 5 hours to the Veteran's budget for Ms. Goulet to process the applications. Mr. Purcell explained that when he presented this plan to Ms. Sicard she expressed concern over losing the hours in the Clerk's office. He said that Ms. Sicard has agreed to allow Ms. Goulet to process the fuel assistance applications during her 20 hour work week in the Town Clerk's office, and to make it a priority. Mr. Helmreich said that he supports dropping the \$4,426 from the Veteran's Agent budget. He said he feels that it is a good move for right now, but not necessarily for always.

Motion was made by Mr. Thomas to reconsider account #543-510 (Veteran's Agent – Personal Service).

Seconded by Mr. Zawasky. **Vote:** Unanimous. **Motion carries.**

Motion was made by Mr. Thomas to recommend account #543-510 (Veteran's Agent – Personal Service) in the amount of \$0. Seconded by Mr. Zawasky. **Vote:** Unanimous. **Motion carries.**

Town Clerk (161) – Mr. Purcell said that the Town Clerk's salary would be frozen for FY11 and that the 2 part-time employees would get a 2% raise, but would be paying 5% more for their health premiums. He noted that the additional 5% in health premiums that the employees are taking on surpasses the 2% raise in salary.

Board of Selectmen (122) – Mr. Purcell explained that the Selectmen's secretary would be getting the same 2% raise as explained above, as well as taking on the additional 5% in health premiums. Mr. Purcell pointed out that he is recommending the total budget to be decreased by about \$3K from FY10. He noted that he is recommending a decrease in allotment for the recording secretary as well as for dues & membership. Mr. Purcell said that he has had a discussion with Mr. Bob Kimball, Selectman, and they have come to the

conclusion that \$2K+ could come from the Hicks Fund to fund the fees & membership part of the Selectmen's budget. A discussion was had on whether or not that \$2K would be *in addition to* the \$100K that is taken each year, or if the \$2K would be *taken from* the \$100K. Mr. Purcell said that he expects that the \$2K would be in addition to the regular \$100K.

Motion was made by Mr. Thomas to recommend account #122-510 (Board of Selectmen – Personal Service) in the amount of \$46,721. Seconded by Mr. Zawasky. Vote: Unanimous. **Motion carries.**

Motion was made by Mr. Thomas to recommend account #122-570 (Board of Selectmen – Charges and Expenditures) in the amount of \$1,500. Seconded by Mr. Zawasky. Vote: Unanimous. **Motion carries.**

Town Manager (123) – Mr. Purcell reviewed the Town manager's salary as \$120K, which is level-funded, and noted that this salary is supplemented with an additional \$10K from the Water budget. He said that the salary for the Secretary to the Town Manager would reflect the 2% contractual raise, but would also be responsible for the 5% increase in health premiums. Mr. Tarantino pointed out that the Town Manager is forgoing a \$7K raise, and Mr. Purcell added that he is also waiving a reimbursement of \$2K for disability insurance.

Motion was made by Mr. Thomas to recommend account #123-510 (Town Manager – Personal Service) in the amount of \$173,373. Seconded by Mr. Zawasky. Vote: Unanimous. **Motion carries.**

Motion was made by Mr. Thomas to recommend account #123-570 (Town Manager – Charges and Expenditures) in the amount of \$2,600. Seconded by Mr. Zawasky. Vote: Unanimous. **Motion carries.**

Data Processing (155) – Mr. Purcell stated that he is hoping to extend the one-year contract that the town presently has with MS Consulting Group of Raynham into a 2 or 3-year proposal. He said he would be meeting with the company tomorrow and would inform the FinCom of the outcome. He also stated that the virtual town hall cost is \$3,500.

Motion was made by Mr. Helmreich to recommend account #155-570 (Data Processing – Charges and Expenditures) in the amount of \$109,500. Seconded by Mr. Thomas. Vote: Unanimous. **Motion carries.**

Treasurer/Collector – Mr. Purcell said that a 20-hours position would be terminated.

Highway (420) – Mr. Purcell explained that this department will be losing an employee in October, due to retirement, and the position will not be re-filled. However, he noted that expenses would not change because of the buy-back related to this retirement.

Mr. Purcell explained that the budget for Purchases of Services has increased from \$2,500 to \$8,000 because there are many dead trees in town that need to be cleared out. He pointed out that there has been a \$5,500 decrease in the budget for Surface Treatment of Town Roads. He also explained that there is a \$0 amount for Road Materials and Police Details because there are Highway accounts with balances that are being used for road paving.

Motion was made by Mr. Helmreich to recommend account #420-510 (Highway – Personal Service) in the amount of \$522,349. Seconded by Mr. Zawasky. Vote: Unanimous. **Motion carries.**

Motion was made by Mr. Helmreich to recommend account #420-570 (Highway – Charges and Expenditures) in the amount of \$69,750. Seconded by Mr. Zawasky. Vote: Unanimous. **Motion carries.**

Motion was made by Mr. Helmreich to recommend account #420-580 (Highway – Surface Treatment) in the amount of \$6,047. Seconded by Mr. Zawasky. Vote: Unanimous. **Motion carries.**

Motion was made by Mr. Helmreich to recommend account #420-581 (Highway – Repairs to Private Ways) in the amount of \$100. Seconded by Mr. Zawasky. Vote: Unanimous. **Motion carries.**

Sewer (440) – Mr. Purcell explained that the big difference in the budget for FY11 is the treatment plant costs. He also noted that the 2 full-time employees of the Sewer Department would be receiving the 2% pay increase. Mr. Purcell said that the Sewer budget is framed so that it pays for itself.

Motion was made by Mr. Thomas to recommend account #440-510 (Sewer – Personal Service) in the amount of \$133,779. Seconded by Mr. Zawasky. Vote: All in favor, with the exception of Mr. Tarantino opposed.

Motion carries.

Motion was made by Mr. Thomas to recommend account #440-570 (Sewer – Charges and Expenditures) in the amount of \$605,800. Seconded by Mr. Zawasky. Vote: Unanimous. **Motion carries.**

Next Meeting

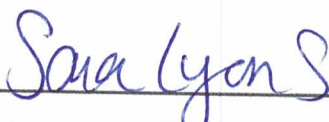
The next meeting is scheduled for May 17, 2010 at 7:30pm. The Water/Sewer Department will be present.

Adjournment

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

Motion carries.

Respectfully Submitted by:



Sara Lyons, Finance Committee Secretary