

**Finance Committee Meeting**  
**April 4, 2011**  
**7:30 PM**  
**Municipal Center – Selectmen’s Conference Room**

**Present:** Chair, Thomas DeLuca; Vice-Chair, Paul Helmreich; Robert Camp; Jackie Desrochers; Michael Flaherty; Brett Franklin; William Rotondi; Michael Thomas; Wayne Graf.  
Also present: Town Manager, Michael Yunits.

**Absent:** Lee Tarantino.

**Call to Order**

Meeting was called to order at 7:30 pm.

**I. Approval of Minutes**

**Motion** was made by Mr. Graf to approve the March 30, 2011 Finance Committee minutes as written. Seconded by Ms. Desrochers. Vote: All in favor, with Mr. Flaherty and Mr. Rotondi abstaining. **Motion carries.**

**II. New Business**

Town departments addressed the Finance Committee regarding their proposed budgets for FY12, as follows:

**Account #135 – Town Accountant** – The total proposed budget is a level-services budget of \$172,199. When asked about GASP, Town Accountant James Puello explained that GASP happens only every other year and it is funded through a town meeting article, not as part of the budget.

**Account #141 – Assessor** – The total proposed budget is a level-services budget of \$144,340. Ms. Lisa Cathcart, Town Assessor, explained that because she is a new employee there is a need for her to attend conferences and seminars. She also said that the advertising line in the budget is needed for revaluation years, which is every 3 years. Mr. Graf questioned whether some of the other small line items were necessary, noting that many of them have not been expended in years. Mr. DeLuca said that he would like the budget to reflect what is actually needed and being expended year after year.

**Account # 147 – Treasurer/Collector** – The total proposed budget of \$245,494 is less than what was appropriated for FY11. Ms. Jackie Boudreau, Treasurer/Collector, explained that the decrease is due to the loss of a part-time position in the office. She also explained that the advertising line item is necessary for notifying the public of abandoned property. Mr. DeLuca reiterated what he had said to the Assessor’s office – if history shows that line items in the budget are not being expended then they should be eliminated or decreased.

**Account #175 – Town Planner** – Mr. Yunits explained that the total proposed budget of \$57,745 is less than FY11 because of a reduction in personnel services.

**Account #241 – Inspection** – Mr. Yunits explained that the total proposed budget of \$151,910 is slightly less than FY11.

**Account #292 – Dog Officer/Animal Control** – The total proposed budget of \$60,736 reflects a level budget for Personal Service and an increase in Charges and Expenditures because of needed vehicle and heating system repairs.

**Account #161 – Town Clerk** – Ms. Danielle Sicard, Town Clerk, explained that the FY12 proposed budget of \$85,312 is an overall decrease from FY11. She explained that the decrease is due to a change in staffing and that the reduction in staffing has also caused a reduction in the town’s health benefits. Ms. Sicard also explained that it is necessary that she attend the IIMC conferences and seminars in order to become a certified

town clerk. She said that once this certification is obtained she will no longer need to fund this budget line item. When asked, Ms. Sicard explained that her salary is based on 30 hours per week.

**Finance Committee Reserve Fund request** – Ms. Sicard provided the FinCom with 2 Transfer Requests for funds needed to run the Annual and Special Town Meetings as well as the Special Election. The transfer request for the Town Meetings is \$10,713.75. These funds would go towards paying Police & Fire, cable, printing, chair rentals, etc. The transfer request for the Election is 8,271.52. This would go towards paying for election workers, data processing, printing, etc. Ms. Sicard noted that the Special Town Meeting would be held at the High School because it has a greater capacity than the Yelle where Town Meeting is typically held. Mr. Thomas questioned why Town Meeting was not always held at the High School since whenever a large attendance is anticipated the meeting is moved there. Mr. DeLuca suggested moving all the chairs to the High School so that the town could save \$1,750 in chair rentals.

### **III. Old Business**

#### **Account #176 – SERPED –**

At the March 30, 2011 meeting a motion was made to recommend a new amount for this account but never voted on.

**Motion** was made Mr. Helmreich to re-move Account #176. Seconded by Mr. Graf. Vote: All in favor. **Motion carries.**

**Motion** was made by Mr. Graf to recommend Account #176 in the amount of \$3,075. Seconded by Mr. Helmreich. Vote: All in favor. **Motion carries.**

Mr. Yunits said that there still has not been any update from the state on the budget but that he would let the FinCom know as soon as he hears.

Mr. Helmreich said that he has a worksheet outline of terms, etc. for the 3 newest members and that he would like to meet with them to review it with them.

#### **Next Meeting**

The next meeting is scheduled for April 6, 2011 at 7:30pm.

#### **Adjournment**

**Motion** was made by Mr. Graf to adjourn at 8:45 pm. Seconded by Mr. Flaherty. Vote: Unanimous. **Motion carries.**

**Documents Referenced:** Minutes of March 30, 2011  
Town Department budget proposals  
FinCom Reserve Fund Transfer request

Respectfully Submitted by:

\_\_\_\_\_  
**Tom DeLuca, Finance Committee Chair**

\_\_\_\_\_  
**Sara Lyons, Finance Committee Secretary**