

**Finance Committee Meeting**  
**April 11, 2011**  
**7:30 PM**  
**Municipal Center – Selectmen’s Conference Room**

**Present:** Chair, Thomas DeLuca; Vice-Chair, Paul Helmreich; Robert Camp; Jackie Desrochers (late arrival); Michael Flaherty; Brett Franklin; William Rotondi; Michael Thomas (late arrival); Wayne Graf.

Also present: Town Manager, Michael Yunits.

**Absent:** Wayne Graf; Lee Tarantino.

**Call to Order**

Meeting was called to order at 7:30 pm.

**I. Approval of Minutes**

**Motion** was made by Mr. Flaherty to approve the April 6, 2011 Finance Committee minutes as written. Seconded by Mr. Franklin. Vote: All in favor, with Ms. Desrochers abstaining. **Motion carries.**

**II. New Business**

**Library Budget –**

Mr. Brian Stalters, President of the Norton Public Library’s Board of Directors, addressed the Finance Committee regarding the library’s FY12 proposed budget.

The library’s total budget request for FY12 is \$322,733. This includes a 2% salary increase for employees. The Town Manager recommendation is \$311,000. Mr. DeLuca said that if the salary increases were deleted, the 2 budgets would likely come close to matching. He also pointed out that all the other town departments are not receiving increases for FY12.

Mr. Stalters explained that the proposed budget includes a new position (Circulation Supervisor). Mr. DeLuca noted that the person in the position would be eligible for health benefits, which would cost the town an additional \$14K, approximately. He suggested hiring the Circulation Supervisor at 19 hours to avoid this situation.

Mr. Stalters explained that the library needs to be able to be open for 40 hours, as well as allocate 12% for materials and supplies, and that would allow the library to apply for re-certification.

It was stated that the MAR (Municipal Appropriations Requirements) for last year was \$317,096.

Mr. Helmreich requested that Mr. Stalters find out if the MAR for FY11 was calculated with the \$18K buy-back or not, and report this information back to the FinCom.

**Budget Votes –**

**Account #122 – Board of Selectmen –**

**Motion** was made by Mr. Helmreich to recommend account #122-510 (Personal Service) in the amount of \$47,612.

Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

**Motion** was made by Mr. Helmreich to recommend account #122-570 (Charges and Expenditures) in the amount of \$1,525. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

**Account #123 – Town Manager –**

**Motion** was made by Mr. Helmreich to recommend account #123-510 (Personal Service) in the amount of \$179,436.

Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

Mr. Helmreich questioned why the Charges and Expenditures in FY11 and FY12 are about \$10K higher than in the previous couple of years. Mr. Camp noted that in past years only \$500 has been expended for Dues and Memberships yet \$1,200 has been appropriated for FY12. Mr. Yunits said that he would look get answers for both of these questions.

**Account #135 – Town Accountant –**

**Motion** was made by Mr. Helmreich to recommend account #135-510 (Personal Service) in the amount of \$146,101.

Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

**Motion** was made by Mr. Helmreich to recommend account #135-520 (Audit) in the amount of \$23,000. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

**Motion** was made by Mr. Helmreich to recommend account #135-570 (Charges and Expenditures) in the amount of \$3,098. Seconded by Mr. Thomas. Mr. Camp suggested reducing the \$1700 for Conferences down to \$700 because that is what has been spent in past years.

**Motion** was made by Mr. Helmreich to make an amendment to his motion to reduce account #135-570 to \$2,398. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

***Account #141 – Assessors –***

**Motion** was made by Mr. Helmreich to recommend account #141-510 (Personal Service) in the amount of \$124,755. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

**Motion** was made by Mr. Helmreich to recommend account #141-570 (Charges and Expenditures) in the amount of \$19,585. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

***Account #147 – Treasurer/Collector –***

**Motion** was made by Mr. Helmreich to recommend account #147-510 (Personal Service) in the amount of \$193,829. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

Mr. Rotondi asked how often the purchases of services is bid out. Mr. Yunits said that it typically happens every three years and that he will find out when they are to come due again. The committee decided to wait to vote on account #147-570 (Charges and Expenditures).

***Account #155 – Data Processing –***

Mr. Rotondi reiterated what he said about the bidding out of services. Mr. Flaherty questioned why the Additional Equipment funds are not being spent. Mr. Yunits said that line item is for when items like printers and monitors break and need replacing. Mr. Camp questioned why, over the past 2 years, this budget has increased by \$20K each year. Mr. Yunits said that he would look into it and let the FinCom know.

**Motion** was made by Mr. Helmreich to recommend account #155-510 (Personal Service) in the amount of \$0. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

**Motion** was made by Mr. Helmreich to recommend account #155-570 (Charges and Expenditures) in the amount of \$122,220. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

***Account #156 – Web Committee –***

It was discussed and decided that this account is no longer necessary and should be cut from the budget.

***Account #161 – Town Clerk –***

**Motion** was made by Mr. Helmreich to recommend account #161-510 (Personal Service) in the amount of \$81,707. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

**Motion** was made by Mr. Helmreich to recommend account #161-570 (Charges and Expenditures) in the amount of \$3,605. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

***Account #162 – Elections –***

**Motion** was made by Mr. Helmreich to recommend account #162-510 (Personal Service) in the amount of \$550. Seconded by Mr. Flaherty. Vote: All in favor, with Mr. Thomas abstaining. **Motion carries.**

**Motion** was made by Mr. Helmreich to recommend account #-570 (Charges and Expenditures) in the amount of \$24,486. Seconded by Mr. Flaherty. Vote: All in favor, with Mr. Thomas abstaining. **Motion carries.**

***Account #171 – Conservation Commission –***

**Motion** was made by Mr. Helmreich to recommend account #171-510 (Personal Service) in the amount of \$78,186. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

**Motion** was made by Mr. Helmreich to recommend account #171-570 (Charges and Expenditures) in the amount of \$10,825. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

***Account #175 – Planning Board –***

**Motion** was made by Mr. Helmreich to recommend account #175-510 (Personal Service) in the amount of \$48,117. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

**Motion** was made by Mr. Helmreich to recommend account #175-570 (Charges and Expenditures) in the amount of \$3,150. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

***Account #192 – Municipal Bldg Maintenance –***

Mr. Camp questioned whether the Contracted Services line item and the Misc. Expenses line item could each be decreased since in past years they both have not expended what has been appropriated. Mr. Rotondi questioned the same about the Repair of Office Equipment line item.

Mr. Helmreich suggested reducing the Contracted Services from \$1K to \$500, the Misc. Expenses from \$5K to \$1K, and the Repair of Office Equipment from \$10K to \$1K, for a total reduction of \$13,500.

**Motion** was made by Mr. Helmreich to recommend account #192-570 in the amount of \$241,900 (which reflects the \$13,500 reduction). Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

***Account #199 – Postage –***

**Motion** was made by Mr. Helmreich to recommend account #199-570 (Charges and Expenditures) in the amount of \$35,567. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

***Account #210 – Police Department –***

**Motion** was made by Mr. Helmreich to recommend account #210-510 (Personal Service) in the amount of \$2,196,110. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

In looking at the Charges and Expenditures, Mr. Thomas pointed out that \$4,300 has been requested for the Police Academy. He noted that there aren't any new hires this year, therefore assumes that there is no need for these funds.

**Motion** was made by Mr. Thomas to recommend account #210-570 (Charges and Expenditures) in the amount of \$172,470, which reflects the deletion of the \$4,300 for the Police Academy. Seconded by Mr. Helmreich. Vote: All in favor. **Motion carries.**

***Account #220 – Fire Department –***

**Motion** was made by Mr. Thomas to recommend account #220-510 (Personal Service) in the amount of \$2,597,354. Seconded by Mr. Flaherty. Vote: All in favor. **Motion carries.**

**Motion** was made by Mr. Thomas to recommend account #220-570 (Charges and Expenditures) in the amount of \$158,450. Seconded by Mr. Flaherty. Vote: All in favor. **Motion carries.**

***Account #230 – Emergency Medical Services –***

**Motion** was made by Mr. Thomas to recommend account #230-570 (Charges and Expenditures) in the amount of \$80,000. Seconded by Mr. Flaherty. Vote: All in favor. **Motion carries.**

***Account #240 – Emergency Planning –***

**Motion** was made by Mr. Thomas to recommend account #240-570 (Charges and Expenditures) in the amount of \$6,250. Seconded by Mr. Flaherty. Vote: All in favor. **Motion carries.**

***Account #692 – Memorial and Veteran's Day –***

**Motion** was made by Mr. Thomas to recommend account #692-570 (Charges and Expenditures) in the amount of \$1,000. Seconded by Mr. Flaherty. Vote: All in favor. **Motion carries.**

***Account #541 – Council on Aging –***

**Motion** was made by Mr. Helmreich to recommend account #541-510 (Personal Service) in the amount of \$1,160. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

**Motion** was made by Mr. Helmreich to recommend account #541-570 (Charges and Expenditures) in the amount of \$6,800. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

Mr. Helmreich requested that, for next year's budget proposals, Mr. Yunits ask each department to provide the previous year's salary information.

### **III. Old Business**

#### **Next Meeting**

The next meeting is scheduled for April 13, 2011 at 7:30pm.

#### **Adjournment**

**Motion** was made by Mr. Rotondi to adjourn at 10:12 pm. Seconded by Mr. Flaherty. Vote: Unanimous. **Motion carries.**

**Documents Referenced:**      Library budget  
   FY12 Budget books

Respectfully Submitted by:

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**Tom DeLuca, Finance Committee Chair**

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**Sara Lyons, Finance Committee Secretary**