

Finance Committee Meeting
April 13, 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; Lee Tarantino.

Also present: Town Manager, Michael Yunits.

Absent: Wayne Graf.

Call to Order

Meeting was called to order at 7:30 pm.

I. Approval of Minutes

Motion was made by Ms. Desrochers to approve the April 11, 2011 Finance Committee minutes as written. Seconded by Mr. Camp. Vote: All in favor. **Motion carries.**

II. New Business

Parks and Recreation budget – Account #630 –

Ms. Sheri Cohen, Parks and Recreation Chair, and Ms. Laura Bamford, board member, addressed the Finance Committee regarding their proposed budget for FY12. Mr. DeLuca informed Ms. Cohen that the Park and Rec.'s revolving fund has a balance of \$17,582 and by statute it can only have \$10K. He said that the \$7K overage would go to the general fund and become Free Cash if it was not spent in the present fiscal year. Mr. Tarantino pointed out that the department would just need to spend it before June 30th, 2011. Mr. DeLuca suggested using the \$7K to open the pool this summer. Ms. Bamford noted that the budget of \$9,695 goes towards paying bills for electrical, water, sewer, etc. Mr. Tarantino suggested that Ms. Cohen speak with The Friends of the Norton Library and get suggestions on setting up a trust for earned funds. Mr. DeLuca recommended that the Parks and Rec. department discuss with Mr. Yunits how to legally spend down the \$7K, as well as the gift account balance, before the end of the fiscal year.

Motion was made by Mr. Flaherty to recommend account #630-570 in the amount of \$9,695. Seconded by Mr. Camp. Vote: All in favor. **Motion carries.**

Local Aid Estimates:

Mr. Yunits informed the FinCom that the House Ways and Means number has been released in the amount of \$14,531,847. He noted that this is more than the Governor's budget.

It was discussed that this amount would be \$17,590 less because the library will not get the state aid because the library is not certified.

III. Old Business

FY12 Budget votes:

• **Town Manager budget – Account #123 –**

Motion was made by Mr. Helmreich to recommend account #123-570 (Town Manager – Charges and Expenditures) in the amount of \$5,840. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

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

Motion was made by Mr. Helmreich to recommend account #147-570 (Treasurer/Collector – Charges and Expenditures) in the amount of \$48,465. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

• **Communications Department – Account #290 –**

Mr. Yunits explained that \$10K in Overtime wages has been cut since the Communications Department previously presented their budget.

Motion was made by Mr. Helmreich to recommend account #290-510 (Communications – Personal Services) in the amount of \$364,431. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

Motion was made by Mr. Helmreich to recommend account #290-570 (Communications – Charges and Expenditures) in the amount of \$115,017. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

- **Animal Control Department – Account #292 –**

Motion was made by Mr. Helmreich to recommend account #292-510 (Animal Control – Personal Services) in the amount of \$51,704. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

When reviewing the line items for the Charges and Expenditures portion of this budget, Mr. Tarantino questioned why funds haven't been expended for dog food over the past few years. Mr. Yunits said that he presumes it is because donations of food have been made, but that he would ask the dog officer. Mr. Tarantino suggested reducing the dog food amount from \$500 to \$100.

Motion was made by Mr. Tarantino to recommend account #292-570 (Animal Control – Charges and Expenditures) in the amount of \$8,632 (which reflects the \$400 reduction). Seconded by Mr. Flaherty. Vote: All in favor. **Motion carries.**

- **Reg. Agricultural School – Account #308 –**

Motion was made by Mr. Helmreich to recommend account #308-560 (Reg. Agricultural School – Assessments) in the amount of \$22,638. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

- **Highway Department – Account #420 –**

Motion was made by Mr. Helmreich to recommend account #420-510 (Highway Department – Personal Services) in the amount of \$511,347. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

Mr. Tarantino stated that he would like to see the plowing of private ways stopped.

Mr. Camp questioned why, if the department is down one employee for FY12, is the clothing allowance level-funded. He also noted that there is a \$1K line item for trash which has not been expended in a few years.

Mr. DeLuca said that he agrees with changing each line item to reflect what is actually needed and being spent, but he also pointed out that these departments can move funds within each section of their budgets. He said that some line items are over-spent and some are under-spent and that it all evens out. He said he does not believe that line items should be reduced/deleted, because there is a possibility that the proper accounts just haven't been being charged.

Mr. Tarantino said that he feels that the FinCom should be reviewing the various department budgets with consistency, and that if line items are being cut in some departments then the FinCom should be doing the same with all departments.

Motion was made by Mr. Tarantino to recommend account #420-570 (Highway – Charges and Expenditures) in the amount of \$92,600 (which reflects a reduction of \$1K in equipment rental and \$800 in trash). Seconded by Mr. Franklin.

An amendment to the motion was made by Mr. Thomas to recommend account #420-570 in the amount of \$94,400 (the original amount, without the reductions). Seconded by Mr. Helmreich. Mr. Camp said that he was not present when the Highway Department presented their budget to the FinCom and therefore did not get the opportunity to ask questions specific to the line items in question. Mr. Yunits said that he would get more information from Mr. Silver, Highway Superintendent, on the clothing allowance and the trash.

Motion was made by Mr. Helmreich to table the vote of account #420-570. Seconded by Mr. Thomas. Vote: All in favor, with Mr. Franklin opposed. **Motion carries.**

Motion was made by Mr. Thomas to recommend account #420-580 (Highway Department – Surface Treatment) in the amount of \$12,000. Seconded by Ms. Desrochers. Vote: All in favor. **Motion carries.**

Motion was made by Mr. Helmreich to recommend account #420-581 (Highway Department – Repairs to Private Ways) in the amount of \$4,000. Seconded by Mr. Thomas. Vote: All in favor, with Mr. Camp opposed. **Motion carries.**

- **Sanitary Landfill – Account # 438 –**

Motion was made by Mr. Helmreich to recommend account #438-570 (Sanitary Landfill – Charges and Expenditures) in the amount of \$6,700. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

- **Sewer Division – Account # 440 –**

Motion was made by Mr. Helmreich to recommend account #440-510 (Sewer – Personal Services) in the amount of \$135,447. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

Discussion was had on the \$75K for Professional Services. Mr. Yunits said that he would ask that the Sewer Department come to the April 20th FinCom meeting to answer questions.

- **Board of Health – Account # 510 –**

Motion was made by Mr. Helmreich to recommend account #510-510 (Board of Health – Personal Services) in the amount of \$121,997. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

Motion was made by Mr. Helmreich to recommend account #510-570 (Board of Health – Charges and Expenditures) in the amount of \$6,800. Seconded by Mr. Thomas. Vote: All in favor, with Mr. Camp and Mr. Tarantino opposed. **Motion carries.**

- **Public Health Nurse – Account #522 –**

Motion was made by Mr. Helmreich to recommend account #522-510 (Public Health Nurse – Personal Services) in the amount of \$27,818. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

Motion was made by Mr. Helmreich to recommend account #522-570 (Public Health Nurse – Charges and Expenditures) in the amount of \$8,500 (reflecting a \$1,500 decrease in Medical Supplies). Seconded by Mr. Thomas. Vote: All in favor, with Mr. Franklin opposed. **Motion carries.**

- **Veteran’s Agent – Account #543 –**

Motion was made by Mr. Helmreich to recommend account #543-510 (Veteran’s Agent – Personal Services) in the amount of \$20,500. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

Motion was made by Mr. Helmreich to recommend account #543-570 (Veteran’s Agent – Charges and Expenditures) in the amount of \$39,000. Seconded by Mr. Thomas. After discussion, Mr. Yunits said that he would provide the FinCom on detailed information on all expenses in this account. **Vote tabled.**

Motion was made by Mr. Helmreich to recommend account #543-579 (Veteran’s Agent – Veteran’s Benefits) in the amount of \$220,000. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

- **Maturing Debt – Account #711 –**

Motion was made by Mr. Thomas to recommend account #711 in the amount of \$776,596. Seconded by Mr. Camp. Vote: All in favor. **Motion carries.**

- **Interest – Account # 750 –**

Motion was made by Mr. Helmreich to recommend account #750 in the amount of \$181,567. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

Employee Benefits – Account #910 –

Motion was made by Mr. Thomas to recommend account #910-510 (Employee Benefits – Personal Service) in the amount of \$2,012,111. Seconded by Mr. Flaherty. Vote: All in favor. **Motion carries.**

Motion was made by Mr. Thomas to recommend account #910-511 (Employee Benefits – Other Personal Service) in the amount of \$6,625,000. Seconded by Mr. Flaherty. Vote: All in favor. **Motion carries.**

Motion was made by Mr. Thomas to recommend account #910-570 (Employee Benefits – Charges and Expenditures) in the amount of \$2,012,111. Seconded by Mr. Flaherty. Vote: All in favor. **Motion carries.**

Mr. Helmreich suggested, for the future, labeling the 510 accounts “Personnel” instead of “Personal”.

Next Meeting

The next meeting is scheduled for April 20, 2011 at 7:30pm.

Adjournment

Motion was made by Mr. Helmreich to adjourn at 10:15 pm. Seconded by Mr. Franklin. Vote: Unanimous. **Motion carries.**

Documents Referenced:

FY12 Budget books
FY12 Local Aid estimate sheet
Minutes of April 11, 2011

Respectfully Submitted by:

Tom DeLuca, Finance Committee Chair

Sara Lyons, Finance Committee Secretary