

Finance Committee Meeting
March 14, 2012
7:30 PM
Municipal Center – Selectmen's Conference Room

Present: Chair, Paul Helmreich; Vice-Chair, Lee Tarantino; Peter Carignan (late arrival); Thomas DeLuca; Jackie Desrochers; Michael Flaherty; Michael Thomas; Wayne Graf.

Also present: Town Manager, Michael Yunits.

Absent: Robert Camp; Stephen Evans; William Rotondi.

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 March 12, 2012 Finance Committee minutes as written. Seconded by Mr. Flaherty. Vote: All in favor. **Motion carries.**

II. New Business

Operating Budget Requests for FY13:

#610 – Library –

Mr. Brian Stalters, member of the Library commission, and Ms. Lee Parker, Head Librarian, addressed the FinCom regarding their FY13 proposed budget. They stated that they have requested a budget of \$337,175, and feel that this is needed to keep the library on track for accreditation. It is anticipated that the Friends of the Library would contribute another \$10K - \$15K for materials to meet the 12% required by the state. Mr. Stalters said that the minimum budget the library would need (including the buyback for a retirement) would be \$332,990. It was figured that it would be \$321,817 without the buyback included. Ms. Parker noted that another \$9K should be coming from the state in the fall because of the library meeting state requirements.

Mr. Tarantino pointed out that there is a 22 hour increase in staff hours on the proposed budget. Ms. Parker said the reason for that is the library's increased hours of operation.

Mr. Thomas pointed out that salaries are up 4.3% in the budget request.

#630 – Recreation –

Mr. Yunits presented the Recreation budget to the FinCom, noting an overall increase of \$255.00. Ms. Sheri Cohen, Chair, stated that the lifeguard salaries are presently being paid for from the department's gift account as well as the fees collected from the pool. In FY12 the salaries were about \$12K but the fees from rentals and pool memberships were \$6,400. Ms. Laura Bamford, Parks and Rec member, noted that the commission's long term goal would be for lifeguard salaries to be paid for by the town, and any upgrades/repairs needed could be paid for by the Recreation department.

#162 – Elections and Registration –

Ms. Danielle Sicard, Town Clerk, addressed the FinCom and noted that the budget for this department for FY13 has increased because there will be 3 elections, one of which is a presidential election. The total amount requested is \$30,402.

#161 – Town Clerk –

Ms. Sicard noted that in this budget there is the contractual 1% increase as well as an increase in Dog Tags and Licensing.

Ms. Sicard reviewed for the FinCom her reasons for requesting an increase in hours to full-time for her position. She said that she is salaried for 30 hours but works at least 34 per week, mostly due to the significant increase in the responsibilities of her position.

Annual Town Meeting Articles 5 and 6

Article 5 – Voting Machine – Ms. Sicard said that the town presently has 5 voting machines (and 5 districts) and feels that the town should purchase one more in the case of a machine breaking down during an election, which has happened in the past. The cost of this machine would be \$4K. Mr. Tarantino said that he feels that this purchase should be put into the Town Clerk budget, and not on the warrant.

Article 6 – Codification Services – Ms. Sicard explained that Codification is the collection and organization of the town's legislation. She said there would be a numbering system of the documents. She noted that the advantage is the technology piece and search-ability of the service.

The cost of the initial service is \$13,500 with an annual maintenance cost of \$1,195 and \$800 for new legislation. It was noted that funding for this would have to be found within the budget because the cost is not high enough to be a capital expense.

Transfer Request for Mailing of Charter Materials – Ms. Sicard explained that there are approximately 5000 documents that need to be mailed. She said that printing costs would be \$5,300 and that the price for postage is still undetermined, but the highest it would be is \$4,720 for a total of \$10,020. The FinCom decided to wait to vote until a final figure is determined.

Cost of Elections – A discussion was had on the question raised by Mr. Bill Gouveia, Town Moderator, as to what the total cost of an election is. Mr. Yunits said that he has received information concerning this from a few departments but is still waiting for a few to get back to him.

Town Offices and Board Budget Requests for FY13:

#131 – Finance Committee –

Motion was made by Mr. Thomas to recommend account #131 in the amount of \$4,050. Seconded by Ms. Desrochers. Vote: All in favor. **Motion carries.**

#132 – Reserve Fund –

Motion was made by Mr. Thomas to recommend account #132 in the amount of \$150K. Seconded by Mr. DeLuca. Vote: All in favor. **Motion carries.**

#156 – Web Committee –

Motion was made by Mr. Thomas to recommend the removal of account #156 from the budget. Seconded by Ms. Desrochers. Vote: All in favor. **Motion carries.**

#177 – Zoning Board of Appeals –

Motion was made by Mr. Thomas to recommend account #177 in the amount of \$300. Seconded by Ms. Desrochers. Vote: All in favor. **Motion carries.**

#182 – Industrial Development Commission –

It was noted that the commission is still active but there is a \$0 budget.

Motion was made by Mr. Thomas to recommend account #182 in the amount of \$0. Seconded by Ms. Desrochers. Vote: All in favor. **Motion carries.**

#294 – Tree Warden –

Motion was made by Mr. Thomas to recommend account #294-510 in the amount of \$2K. Seconded by Ms. Desrochers. Vote: All in favor. **Motion carries.**

#691 – Historical Commission –

Motion was made by Mr. Thomas to recommend account #691-570 in the amount of \$300. Seconded by Ms. Desrochers. Vote: All in favor. **Motion carries.**

#692 – Memorial and Veteran's Day –

Motion was made by Mr. Thomas to recommend account #692 in the amount of \$1000. Seconded by Ms. Desrochers. Vote: All in favor. **Motion carries.**

#693 – Historic District Commission –

Motion was made by Mr. Thomas to recommend account #693-570 in the amount of \$100. Seconded by Mr. DeLuca. Vote: All in favor. **Motion carries.**

III. Old Business

Article 8 – Mansfield Ave. Revolving Fund

Motion was made by Mr. Tarantino to reconsider Article 8 of the Annual Town Meeting warrant. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

Mr. Yunits stated that he spoke with the Town Accountant and he thinks that the \$18K amount will not suffice and would like to increase it to \$20K. It was asked why not increase to \$25K, as \$20K is only \$2K more than the current amount. Mr. Yunits said that there is a possibility that there is a legal reason that the account could not have more than \$20K. He said he would find out and report back to the FinCom.

Motion was made by Mr. Thomas to table the vote until the next meeting. Seconded by Ms. Desrochers. Vote: All in favor. **Motion carries.**

IV. Other Business

Mr. Tarantino and the entire committee recognized and congratulated new Eagle Scout, Sam Carignan, who was present.

Next Meeting

The next meeting is scheduled for March 19, 2012 at 7:30pm.

Adjournment

Motion was made by Mr. Flaherty to adjourn at 9:30 pm. Seconded by Mr. Thomas. Vote: Unanimous. **Motion carries.**

Documents Referenced:

- Minutes of March 12, 2012
- Annual Town Meeting warrant
- Library Budget
- Recreation Budget
- Town Clerk Budget
- Codification and Election machine information
- Elections and Registration Budget
- Finance Committee Budget
- Reserve Fund Budget
- Web Committee Budget
- Zoning Board of Appeals Budget
- Industrial Development Commission Budget
- Tree Warden Budget
- Historical Commission Budget
- Memorial and Veteran's Day Budget
- Historic District Commission Budget

Respectfully Submitted by:

Paul Helmreich, Finance Committee Chair

Sara Lyons, Finance Committee Secretary