

**Finance Committee Meeting**  
**February 22, 2016**  
**7:00 PM**  
**Municipal Center – Selectmen’s Conference Room**

**Present:** Vice-Chair, Michael Fiore; Peter Carignan; Thomas DeLuca; Richard Dorney; Michael Flaherty; Paul Helmreich; William Rotondi; Lee Tarantino; Michael Thomas.  
Also present: Town Manager, Michael Yunits.

**Absent:** Chair, Stephen Evans; Jackie Desrochers.

**Call to Order**

Meeting was called to order at 7:00 pm. The meeting began with the Pledge of Allegiance.

**I. Approval of Minutes**

**Motion** was made by Mr. Flaherty to approve the January 11, 2016 Finance Committee minutes as amended. Seconded by Mr. DeLuca. Vote: All in favor, with Mr. Helmreich abstaining. **Motion carries.**

**II. New Business**

FY17 Departmental Budgets and requests – as well as current departmental transfer requests - were reviewed and discussed as follows:

**#423 Snow Removal Deficit Spending** – Mr. Keith Silva, Highway Superintendent, first addressed the FinCom with a request for the committee to authorize deficit spending in the snow account.

**Motion** was made by Mr. Thomas to authorize deficit spending in Account #423 Snow Removal. Seconded by Mr. Flaherty. Vote: All in favor. **Motion carries.**

**#420 Highway Department**

Mr. Silva explained that the only raises in the FY17 proposed budget are contractual. The total for salaries is \$639,361.80. He also explained that the increases in the Charges and Expenditures are for the upkeep of the grounds of the new cemetery, the electricity for the new lighting for the salt shed, and the maintenance of vehicles. The total for Charges and Expenditures is \$95,650.00. Mr. Silva noted that the Surface Treatment request is level-funded at \$12K and the Repairs to Private Ways request is also a level-funded request at \$1K. The total #420 budget request is \$748,011.80.

**#423 Snow and Ice Removal**

Mr. Silva explained that the slight increase in this request is for the cost of salt. The FY17 request is \$1,500 more than FY16 at a total of \$81,500.

**#155 Data Processing Transfer Request** – Ms. Charlene Fisk, Director of Communications, requested a transfer of \$16K for the replacement of the Terminal Server as well as the replacement of 4 printers for various town departments.

**Motion** was made by Mr. Helmreich to recommend the transfer of \$16K to Account #155-570-5850 from the Finance Committee Reserve Fund. Seconded by Mr. Flaherty. Vote: All in favor. **Motion carries.**

Ms. Fisk also requested the transfer of \$2,500 to cover unanticipated increases in service and maintenance contracts for McAfee mail archiving and VMware.

**Motion** was made by Mr. Thomas to recommend the transfer of \$2,500 to Account #155-570-5315 from the Finance Committee Reserve Fund. Seconded by Mr. Flaherty. Vote: All in favor. **Motion carries.**

### **#290 Communications**

Ms. Fisk reviewed the FY17 request noting that salaries, at a total of \$609,641.58, include 9 full-time staff as well as the director. She said that the salaries are based on the overnight rate, noting that everyone does not work the overnight and therefore the reality is that the salaries are less than that. Mr. Helmreich said that he would like to see a more realistic number for this before voting.

Ms. Fisk explained that the Charges and Expenditures total is \$128,780.87 which includes an increase of \$8K for telephone services, explaining that Comcast imposes rate increases each year. Mr. Tarantino noted that this year's increase looks much more than past years and questioned why. Mr. Thomas asked if the contract for telephone service is bid out and Mr. Tarantino requested that Ms. Fisk and Mr. Yunits look into it.

Mr. Carignan noted the Additional Equipment line is up to \$10,250 from \$8K. Ms. Fisk said that this covers anything that breaks and needs fixing or replacement.

### **#155 Data Processing**

Ms. Fisk noted that this budget does not include salaries but is just for Expenses. Mr. Flaherty noted a large increase in the Equipment line from \$25K to \$38,760. Ms. Fisk said that there are many items that need to be replaced, such as computers and printers.

### **#220 Fire Department**

Mr. Paul Schleicher, Fire Chief, explained that the town is looking into having a regionalized Emergency Center with Easton, Mansfield, and Foxboro. He said that it would be located in Mansfield but all Norton employees would continue to work for this regional group. He said that it would use Code Red Incident Management software.

Chief Schleicher explained that in the salaries portion of the budget there is a \$179,778 increase because of contractual raises as well as the 2 new firefighters, as well as the 2 new firefighter/paramedics that will be hired in 2017. He noted that 9 additional firefighters would be needed to properly staff and re-open the Chartley station.

Chief Schleicher pointed out that, in the Charges and Expenditures portion of the budget, the Mandatory Training line increased by \$5K. He also explained all the other small increases of that budget.

The total request for the #220 budget is \$3,522,928.66.

### **#230 Emergency Medical**

Chief Schleicher noted that this budget includes any Charges and Expenditures, no salaries. He explained the slight increases in this budget, as well as the larger increase of \$7,500 in Medical and Surgical supplies because all ambulances are now required to carry IV pumps.

### **#240 Emergency Planning**

Chief Schleicher explained that this budget is level-funded at \$6,250. He also noted that funds were received in FY16 for blizzard reimbursement, roof reimbursement and a grant to buy a snowblower.

### **#610 Library**

Mr. Brian Stalters of the Library Board, and Mrs. Lee Parker, Library Director, provided the FinCom with a handout detailing the budget, which included the percentage of change in funds request. It was noted that a 4.55% increase is included, as well as a 79.8% increase for materials. Ms. Parker mentioned that there are a lot of building repairs needed. The total requested amount of \$420,348 is an increase of 13.36%. Mr. Bob Berg, Treasurer for the Library Board, handed out a page detailing the supplemental income of the library. It was pointed out that \$63K was paid from the trust fund in FY16. He stated that operational costs are increasing.

It was stated that \$367,565 is the minimum funding needed to get the state funding.

### **#241 Inspection**

Mr. Yunits explained the Inspection budget stating that the \$156,405 in Salaries is a slight increase because there was a slight increase in hours for the Assistant's position.

The Charges and Expenditures request is \$13,075, an increase of \$310 from FY16.

### **#292 Dog Officer**

The Salaries request is \$59,284, which is about \$7,500 increase over last year. Mr. Yunits said that he would get more information on this for the FinCom.

Charges and Expenditures decreased by about \$6K, to \$11,035, because the new floor that the building got last year was put into the budget and that project has already been complete so it is no longer needed in the upcoming budget.

Mr. Yunits noted that there is approximately \$95K in the Dog Fund.

### **#210 Police Department**

Chief Brian Clark reviewed the proposed Police budget noting that Salaries are increased because of contractual increases as well as the addition of an officer. He stated that one officer is planning to retire mid-year. The total Salary request is \$2,909,074.00.

Chief Clark reviewed the Charges and Expenditures pointing out that it is level-funded at \$198,100.00.

Mr. Yunits provided the FinCom with the FY17 Estimated Operating Revenues and Expenditures worksheet noting that the current estimated total budget is \$36,398,900.

### **III. Old Business**

None at this time.

### **Next Meeting**

The next meeting is scheduled for March 2, 2016 at 7:00 pm.

There is also a joint meeting of the School Committee and Select Board on March 7<sup>th</sup> at the Norton Middle School that the Finance Committee members are asked to attend.

**Adjournment**

**Motion** was made by Mr. Thomas to adjourn at 9:00 pm. Seconded by Mr. Flaherty. Vote: Unanimous. **Motion carries.**

**Documents Referenced:** Minutes of January 11, 2016  
FY17 Departmental Budget Proposals  
#155 Transfer Requests  
Library Supplementary Materials

Respectfully Submitted by:

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**Stephen Evans, Finance Committee Chair**

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**Date Approved**

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**Sara Lyons, Finance Committee Secretary**