

Finance Committee Meeting
February 27, 2017
7:00 PM
Municipal Center – Selectmen’s Conference Room

Present: Chair, Michael Fiore; Vice-Chair, Richard Dorney; Thomas DeLuca; Walter Eykel; Michael Flaherty; Paul Helmreich; William Rotondi.

Town Manager, Michael Yunits was not present at this meeting.

Absent: Peter Carignan; Stephen Evans; Amy Sawyer; Lee Tarantino.

Call to Order

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

I. Approval of Minutes

Minutes were not reviewed at this meeting.

II. New Business

Proposed FY18 Budget Reviews:

#420 - Highway Department – Mr. Keith Silver, Highway Superintendent, explained that the proposed budget includes the 2% raise for employees for a total of \$667,359.58. He also explained that the requested amount for Charges and Expenditures is \$103,150.00 which includes \$11K for a mower. He explained that the cost of the mower is not enough to be included in a Capital request so that is the reason it is being included in the proposed budget.

Mr. Silver also noted that \$8K is the level-funded amount being requested for Surface Treatment and that \$1K is the level-funded amount being requested for Repair to Private Ways.

#423 – Snow and Ice Removal – Mr. Silver stated that the same budget of \$80K is again being requested for Snow and Ice for FY18.

He also informed the FinCom that this year the Snow and Ice budget is presently over by \$44,686.

#290 Communications – Ms. Charlene Fisk, Communications Director, outlined the proposed budget noting Salaries at \$611,115 include a 2% raise. She reviewed and explained the items included in Charges and Expenditures for which \$135,225 is being requested.

Mr. DeLuca inquired about the “Additional Equipment” line item because it is proposed at \$12K, which is about \$8K more than what has been spent in the past few years. Ms. Fisk explained that these funds are used for when a laptop or work station is lost.

#155 Data Processing – This budget includes only Charges and Expenditures. They include the virtual town hall, service contracts, telephone services, etc. The total amount requested is \$182,500. Mr. Flaherty noted that the “Additional Equipment” line item is budgeted for less than it has been in the past, which is opposite of the way it is budgeted for the Communications budget (previously discussed).

#220 Fire Department – Chief Paul Schleicher explained that the proposed budget includes 2% raises and contractual increases. He stated that the Salaries line is \$214,960 more than FY17 because it includes the 2 firefighters that were hired in January as well as 2 more firefighters to be hired in January 2018. The chief did note that Mr. Yunits told him that he would not be recommending that the FinCom vote to include the 2 proposed firefighter positions in the budget. Chief Schleicher discussed the implications that a lack of funding of Overtime has on Salaries.

#230 Emergency Medical – Chief Schleicher noted that this budget reflects 4 areas of increase, including \$10K for Ambulance Billing. He explained that this is because the billing company gets a percentage of the town's fees billed, and since the fees increased this line item increases as well. Another increase is for \$4K to maintain the new electrical stretchers and load system.

#240 Emergency Planning – Chief Schleicher noted that this budget had a slight increase of \$1K over last year's budget.

Chief Schleicher also discussed the upcoming regionalization of the Communications Department with the towns of Easton, Mansfield, and Foxboro. He explained that the finalization of the regionalization won't happen for about another 3 years. He explained that the state's 911 fund is the funding source for the radio infrastructure that needs to take place. He said that estimated savings to Norton is about \$400K.

#610 Library – Mrs. Lee Parker, Head Librarian, and Brian Stalters, President of the Library Board of Trustees, addressed the FinCom regarding the proposed budget. Ms. Parker stated that the Salaries reflect contractual steps as well as the 2% increase. She explained that 15% of the budget (\$57K+) needs to go towards materials per the MBLC (Massachusetts Board of Library Commissioners) in order for the library to retain its certification.

Mr. Bob Burke, Library Board Treasurer, handed out a worksheet outlining the Library's Supplemental Plan which includes, but is not limited to, funding and costs for building repairs, utilities, staff development, and additional supplies. He noted that about \$60K of funding comes from the Balfour fund each year. He also stated that the HVAC system will need to be replaced.

#210 Police Department – Chief Brian Clark explained that the FY18 proposal includes the request for an additional detective. He stated that contracts are in negotiations and nothing has been settled but that the proposed budget includes a 2% salary increase. Chief Clark noted that the Overtime line item reflects a decrease of \$43,310 from FY17. He reviewed the various increases as well as decreases in Charges and Expenditures.

#171 Conservation – Ms. Jennifer Carlino, Conservation Agent, reviewed the total request of \$102,833 noting it is a level-services budget. She stated that the budget includes a 2% salary increase. The total for Salaries is \$93,083 and for Charges and Expenditures is \$9,750.

#241 Inspections – The FinCom reviewed this budget noting the overall 2% increase, with Personnel Services at \$158,396 and Charges and Expenditures at \$11,825.

III. Old Business

None.

Next Meeting

The next meeting is scheduled for March 1, 2017 at 7:00 pm.

Adjournment

Motion was made by Mr. DeLuca to adjourn at 8:40 pm. Seconded by Mr. Flaherty. Vote: Unanimous. **Motion carries.**

Documents Referenced: Proposed budgets for departments #420, #423, #290, #155, #220, #230, #240, #610, #210, #171, and #241

Supplemental Budget for Library

Respectfully Submitted by:

Michael Fiore, Finance Committee Chair

Date Approved

Sara Lyons, Finance Committee Secretary