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**TOWN OF NORTON  
FINANCE COMMITTEE  
Remote Participation Meeting  
May 27, 2020  
6:30 P.M.**

**MINUTES**

**I. Call to Order**

The May 27, 2020 meeting of the Finance Committee was held via Remote participation and was called to order at 6:32 P.M., by Mr. William Rotondi, Chairman of the Finance Committee.

Finance Committee Members Present: Mr. Peter Carignan, Mr. Walter Eykel, Mr. Aaron Smith, Mr. Stephen Evans, Mr. William Rotondi, Mr. Richard Dorney, Mr. Thomas DeLuca, Ms. Bonnie Yezukevich, Ms. Aimee Sawyer.

Absent Mr. Michael Fiore, Ms. Paula Daniels

**II. New Business**

**Reserve Fund Transfer – Norton Animal Shelter**

Mr. Yunits received a request from the animal control officer, and he needs an air condition to the animal shelter. \$9,800 reserve fund transfer to put an air conditioner in the building.

Mr. Rotondi asked if there is a law that requires animal shelters to have an air conditioner. Mr. Yunits stated yes, as it would be considered an animal cruelty issue. Mr. Rotondi asked if we couldn't install ceiling fans and separate air conditioners. Mr. Yunits stated that this would not be feasible.

Mr. Dorney stated that the price for the air conditioner system is very competitive. The system not only cools it also heats. He added that he didn't see a product warranty, and this would be one issue to bring up.

Mr. Evans asked how the shelter dealt without an air conditioner in the past. Mr. Yunits stated that he used to have window units and this time he could not do it. Mr. Evans asked how impactful this new system would be in the building. Mr. Yunits stated that it would be more energy efficient. Mr. Dorney concurred that it would save on natural gas consumption and electricity bills.

Mr. Evans asked if that was a known expense. Mr. Yunits stated that after the new windows were replaced, the officer realized that he couldn't place the window units back there. Mr. Rotondi emphasized that putting window units would be cheaper.



Mr. Evans asked the balance in the reserve fund. Mr. Yunits stated that hasn't been used yet.

Mr. Carignan asked how much it would cost to have someone come in and cut a hole in the wall and then install the unit. Mr. Rotondi stated that it would likely cost half. Mr. Carignan asked how long it would last, to which Mr. Rotondi stated that he didn't know. Mr. Dorney stated that these types of units would last 15 years. Mr. Rotondi asked if these would need to be serviced yearly. Mr. Dorney stated that the only thing would be the filters need to be changed.

Mr. Evans asked if this didn't get approved what would happen to the animals. Mr. Yunits stated that the animals had to be transferred somewhere else.

Mr. Evans asked why we are requesting from the Finance Committee reserve fund when the dog fund has enough money. Mr. Yunits stated that we haven't appropriated any money out of the dog fund.

Mr. Smith made a motion to approve the \$9,800.00 from the reserve fund for air conditioning. Mr. Evans second the motion. All were in favor, except for Ms. Sawyer and Mr. Rotondi.

#### **Update on Town Meeting and Timelines**

Mr. Yunits stated that the town meeting is scheduled for June 27 and the last day to post the warrant is June 19. South Eastern Regional will be in attendance on June 8.

Mr. Rotondi stated that public hearing is on June 15. The warrant with recommendations had to be posted by the 19<sup>th</sup>.

#### **FY21 Budget Presentation, Discussion and/or Vote**

Mr. Yunits began with the fixed and shared expenses. He added that he is recommending under maturing principal on long term debt, \$1,761,774.00; and for repayment of temporary loans, he is recommending \$128,862.00, with a grand total of \$1,890,636.00.

Mr. Evans asked for the schedule of the debts and these haven't been received yet. Mr. Carignan asked what the \$1.5M column meant. Mr. Yunits stated that it represents what hasn't been approved yet. Mr. Evans asked about temporary loans and how we are anticipating \$149,000.00 and Mr. Yunits stated we still didn't go back to the final count of the window project yet.

Mr. Puello stated that the repayment of temporary loans would take 4-5 years. These represent the library HVAC, technology equipment. These are loans that we're



repaying in a 5-year period. Mr. Smith asked if these include police cars. Mr. Puello stated that for those, money would be pulled from the capital improvement account.

Mr. Evans made a motion to recommend \$1,890,636.00 for maturing principal long-term debt and repayment of loans. Mr. Smith second the motion. No further discussion. All were in favor with the exception of one abstention (Mr. DeLuca)

Mr. Yunits moved on to the interest category (759) - totaling \$569,552.00, to which Mr. Evans made a motion to recommend the full amount. Mr. Smith second the motion. All were in favor with the exception of one abstention (Mr. DeLuca).

Mr. Yunits moved to the Employee Benefits - totaling \$11,414,614.00. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor with the exception of one abstention (Mr. DeLuca).

Mr. Yunits moved to discuss the recommendation of Unemployment Compensation (totaling \$80,000.00). Mr. Rotondi why the \$5,000 increase. Mr. Yunits stated that we are trying to get some cushion to the account in case we encounter some issues that may arise in the future. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor with the exception of one abstention (Mr. DeLuca).

Mr. Yunits moved to discuss the Miscellaneous (fuel expense and charges and expenditures - all of the insurances, except health; fuel expense went down considerably. Mr. Rotondi asked why the other insurances went up. Mr. Yunits stated that these normally go up 5-6% and there are a few workers out on leave, which drove the costs up.

Mr. Eykel asked why the insurances are not placed in another category besides miscellaneous. Mr. Puello stated that the state has a uniform code of accounts and insurance is in the 940 category.

Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor with the exception of one abstention (Mr. DeLuca).

Mr. Yunits moved to Finance Committee category with the recommendation of \$1,710.00. Mr. Carignan asked how it went up and Mr. Yunits stated that this would cover the notetaker.



Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the zoning board of appeals category with the recommendation of \$300.00. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Tree Warden category with the recommendation of \$2,000.00. Mr. Evans asked about this position, to which Mr. Yunits stated that it has been open, but it's a required position for the town to have. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to Memorial and Vet Day category with the recommendation of \$2000.00. Mr. Evans asked about cutting the amount to \$1000.00. Mr. Yunits stated that he spoke with Ms. Flett, to which a band was hired to the Memorial Day parade, but the amount is not up to the \$2,000.00. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Reserve Fund category with the recommendation of \$150,000.00. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Legal Services category with the recommendation of \$90,000.00. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Tax Title Foreclosure category with the recommendation of \$45,000.00. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Elections category with the recommendation of \$65,480.00. Mr. Yunits stated that the cost went up, as there will be state and federal elections next year. Mr. Rotondi asked if these expenses were related to Covid. Mr. Yunits stated that the CARES Act will be paying for some of the protective gear for workers. Mr. Evans made a motion to recommend the amount of \$630.00 (personnel services). Mr. Smith second the motion. No further discussion. All were in favor. The vote was



unanimous. Mr. Evans made a motion to recommend the amount of \$64,850.00 (charges and expenditures). Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the South Eastern Regional Plan and Economic Development category with the recommendation of \$3,654.00. The increase is worth the service, in helping us with green communities' preparation and application; they help the zoning maps for the planning board, a complete update of the master plan -- the town pays \$.19 per citizen with this service. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Town Report category with the recommendation of \$2,000.00. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Postage category with the recommendation of \$37,500.00. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Sealer Weights and Measures category with the recommendation of \$2,200.00. This is necessary to make sure all devices are working properly. We pay the state who does this service for the town. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Street Lighting category with the recommendation of \$40,000.00. There was a reduction in cost, as the lights were changed to energy efficient LED lights. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Landfill category with the recommendation of \$13,000.00. Monitoring and reporting, as there are less gas emissions. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Board of Selectmen category with the recommendation of \$63,729.00. Mr. Evans asked if there was a change to combine some jobs. Mr. Yunits stated that you couldn't, as even with planning and conservation, because they're so busy, an extra person is needed to offset the amount of work. Mr. Evans made a



motion to recommend the \$60,569.00 for personnel services (one part time was not filled) and \$3,160.00 for charges and expenditures. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Town Manager category with the recommendation of \$276,883.00, to which \$262,133.00 is for personnel services and \$14,750.00 is for charges and expenditures. Mr. Rotondi asked what the contracted service was. Mr. Yunits stated that someone was hired to write grants and with the pandemic crisis, this was nixed. Ms. Yezukevich asked what the contracted percentage increase was for the salaries. Mr. Yunits stated that it should be 3%. Ms. Yezukevich stated the numbers show 3.5%, to which Mr. Yunits stated that this is contractual. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Town Accountant category with the recommendation of \$245,943.00, to which \$216,183.00 was for personnel services, \$26,000.00 was for purchase of services (audits) and \$3,760.00 was for charges and expenditures. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Assessors category with the recommendation of \$196,784.00, to which \$162,206.00 was for personnel services (Mr. Rotondi asked if these were contractual, to which Mr. Yunits stated it was; Ms. Yezukevich asked why there was an increase in 6% from the previous year, Mr. Yunits stated that there were some staff changes – assistance assessor moved up a step and it's driving the cost increase) and \$34,578.00 was for charges and expenditures. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Treasurer/Collector category with the recommendation of \$281,869.00, to which \$228,275.00 was for personnel services and \$53,594.00 was for charges and expenditures. Ms. Y asked about the 5% increase. Mr. Yunits stated that three people in the department went up contractual steps. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor for the exception of one abstention (Mr. DeLuca).

Mr. Carignan asked how we are supposed to sustain these contractual increases to which Mr. Yunits stated that yes, there are increases, but the departments are doing their best to keep expenses down. Mr. Evans agrees with Mr. Carignan and how we



can sustain these increases  
report on new employees  
long-term employees – in a sense, lower to no steps for newer employees.

in the long term. Mr. Bykel requested a  
and if they are cushioning the cost of

Mr. Yunits moved to the Data Processing category with the recommendation of \$432,534.00, to which 29,155.00 was for personnel services and \$403,534.00 was for charges and expenditures (these include equipment repair and maintenance). Mr. Evans asked who oversees this department. Mr. Yunits stated that Ms. Fisk is the part time coordinator. Mr. Carignan asked about the cost saving from regionalization. Mr. Yunits stated that he would provide that amount. Mr. Bykel requested the entire breakdown of the changes for the upcoming year. Mr. Rotondi concurred, as he remembers seeing savings that would come from centralizing the system, but now he sees costs going up on other line items. Ms. Sawyer asked why we can't split the data processing expenses per department. Mr. Puello stated that this present way would be better to apply the costs, as they would fall under the same umbrella.

Mr. Rotondi asked if we should vote or put this recommendation on hold. Mr. Evans stated that we should put on hold as the committee has many outstanding questions.

Mr. Yunits moved to the Town Clerk category with the recommendation of \$124,380.00, to which \$113,661.00 corresponds to personnel services and \$10,719.00 corresponds to charges and expenditures. Ms. Yezukevich asked why there was a reduction of 6.7% in the personnel services. Mr. Yunits stated that a part time position was not filled, hence the reduction. Mr. Evans made a motion to recommend the full requested amount. Mr. Smith second the motion. Mr. Carignan asked about the telephone and communication line item and Mr. Yunits stated that this was an additional cell phone, as the town clerk was using her personal number to make official calls. No further discussions. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Conservation Commission category with the recommendation of \$141,080.00, to which \$123,094.00 was for personnel services, \$26,000.00 was for purchase of services (audits) and \$17,986.00 was for charges and expenditures. Ms. Yezukevich asked that there was a 9.9% increase in personnel charges. Mr. Yunits stated that it shouldn't go up that much. Contractually, both positions are in the union. Mr. Carignan stated that there is a \$3,000 incentive pay, to which Mr. Yunits stated that this could correspond to the stop water management coordinator. Another reason is that one of the clerk's hours was increased last year. Ms. Sawyer asked if we will get a copy of the budget book with the updated numbers. Mr. Yunits stated that should have been initially sent. Mr. Puello stated that this clerk was originally budgeted for part time, and in the October town meeting, this person was made full time. This department will spend more than \$45,000 for FY20. This would explain why the budget was \$108,000. Mr. Carignan made a motion to



recommend the full  
the motion. No further  
was unanimous.

requested amount. Mr. Smith second  
discussion. All were in favor. The vote

Mr. Yunits moved to the Planning Board category with the recommendation of \$124,667.00, to which \$119,642.00 was for personnel services, \$5,025.00 was for charges and expenditures. Ms. Yezukevich asked about the 7.5% increase in this department, Mr. Rotondi stated that there should be an explanation on why the numbers increased. Mr. Yunits stated that this was a salary adjustment for the director that was hired with a more reduced salary, this to avoid losing a planning director. Ms. Sawyer asked how this gets approved, because if this person was hired mid-year, it doesn't make sense. Mr. Yunits stated that this was already budgeted, but Mr. Rotondi emphasized that it wasn't vetted by the Finance Committee. Mr. Carignan made a motion to recommend the full requested amount. Mr. Yunits stated that department heads have a range and also in their salary, one of the staff was out for a portion of the year. Mr. Rotondi asked if the raise was taken from the salary of someone who was absent. Mr. Yunits stated that that's what happened. Mr. Eykel asked if the mid-year approval is at the town manager's discretion based on the cash that was previous allocated. Mr. Yunits stated that this is correct, where department head can receive up to 3% raise mid-year. Mr. Rotondi asked if this could be considered a contractual "bonus". Ms. Sawyer stated that the increase in salary would impact the following years budget. Mr. Yunits stated that department heads in Norton are already paid less when compared to other surrounding towns and this would avoid for them to seek employment elsewhere. Mr. Eykel stated that this situation is concerning. Mr. Yunits stated that this does not happen frequently, but it was used in the past as a deterrent for someone to look for employment somewhere else. Mr. Smith second the motion. No further discussion. All were in favor for the exception of Ms. Sawyer who was not in favor of personnel services.

Mr. Yunits moved to the Municipal Building category with the recommendation of \$207,750.00, to which corresponds for charges and expenditures. Mr. Rotondi asked for an update from the building committee. Mr. Yunits stated that it's all on hold and they will wait until town meeting. Mr. Carignan stated that this budget is based from last year's amount, to which Mr. Yunits concurred. Mr. Carignan made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Inspection Department category with the recommendation of \$243,311.00, to which \$221,961.00 corresponds to personnel services and \$21,350.00 corresponds to charges and expenditures. Ms. Yezukevich asked why there is a 12.9% increase in personnel services. Mr. Yunits stated that last year, the part time inspector was not employed all year and some staff received step increases. Ms. Sawyer





requested the detail for this category, as she believes that the increase is very large. Mr. Rotondi agreed that this recommendation should be tabled for more information.

Mr. Yunits moved to the Animal Control category with the recommendation of \$81,064.00, to which \$67,436.00 corresponds to personnel services and \$13,628.00 corresponds to charges and expenditures. Mr. Rotondi asked about the wage increase, to which Mr. Yunits stated that the animal office has not taken his vacation time. Mr. Carignan made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussions. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Highway category with the recommendation of \$935,800.00, to which \$824,750.00 corresponds to personnel services, \$102,050.00 corresponds to charges and expenditures, \$8,000.00 corresponds to surface treatment and \$1,000.00 for repairs to private ways. Mr. Smith asked if the increase in personnel expense was due to hiring of more people, to which Mr. Yunits agreed. Cemetery workers used to be part time and now are permanent, salaried positions, deeming all contractual. Ms. Y asked where does the \$1,000 comes is for private ways. Mr. Yunits stated that these monies have to be appropriated for that specific work, especially when it has to do with public safety. Mr. Carignan made a motion to recommend the full requested amount. Mr. Smith second the motion. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Snow Removal category with the recommendation of \$80,000.00(charges and expenditures). Mr. Carignan asked is the number is low. Mr. Yunits stated that it actually went over, but not by much. Mr. Carignan made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussions. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Board of Health category with the recommendation of \$172,400.00, to which \$162,375.00 corresponds to personnel services and \$10,025.00 corresponds to charges and expenditures. Mr. Smith asked if the salary increases are contractual, to which Mr. Yunits stated they were. Mr. Carignan made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussions. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Public Health Nurse category with the recommendation of \$45,389.00, to which \$35,139.00 corresponds to personnel services and \$10,250.00 corresponds to charges and expenditures. Mr. Carignan made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussions. All were in favor. The vote was unanimous.



Mr. Yunits moved to the Council on Aging category with the recommendation of \$101,850.00, to which \$88,650.00 corresponds to personnel services and \$13,200.00 corresponds to charges and expenditures. Mr. Carignan made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussions. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Veterans Agent category with the recommendation of \$316,683.00, to which \$82,933.00 corresponds to personnel services, \$3,750.00 corresponds to charges and expenditures and \$230,000.00 corresponds to veterans' benefits. Mr. Carignan made a motion to recommend the full requested amount. Mr. Smith second the motion. Mr. Rotondi asked about the Veteran's Benefits, to which Mr. Yunits stated that per Ms. Flett, some people come on and off, so it fluctuates. No further discussions. All were in favor. The vote was unanimous.

Mr. Yunits moved to the Recreation category with the recommendation of \$42,666.00, to which \$25,116.00 corresponds to personnel services and \$17,550.00 corresponds to charges and expenditures. Mr. Rotondi asked if these would cover the pool fees. Mr. Yunits stated not only the pool, but other events, like the Spring Fling, which was cancelled. Mr. Carignan asked about the \$2,600.00 communication line item. Mr. Smith stated that this would correspond to a direct 911 line and also to a work cell phone. Ms. Sawyer inquired if the one-time improvements at Everett Leonard Park should be scaled back. Mr. Yunits stated that there are improvements at the pool. Mr. Carignan inquired on why the electricity was so high. Mr. Yunits stated that the solar credits are only placed on the larger accounts. Through December, the department spent \$1,500.00 in electricity. Mr. Rotondi asked if the pool will open this year. Mr. Yunits stated that it should open in June, in accordance to governors' phases of reopening. Mr. Carignan made a motion to recommend the full requested amount. Mr. Smith second the motion. No further discussions. All were in favor. The vote was unanimous.

**III. Old Business**

Mr. Eykel brought up where the town meetings will be held and right now there is some work from in the background to see if this can be resolved.

**IV. Open session for topics not reasonably anticipated 48 hours in advance**

**V. Review and Approval of Minutes**

**VI. Executive Session**

**VII. Adjournment**



Mr. Rotondi entertained a meeting. Mr. DeLuca Smith second. All were in favor, and the vote was unanimous.

motion at 9:29 P.M. to adjourn this moved to adjourn the meeting. Mr.

Respectfully submitted by

Sonia Tsilis, Recording Secretary

Minutes Approved by Committee on:

7/13/2020

Signature:

William Rotondi

William Rotondi, Finance Committee Chair

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## Document History



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Sent for signature to William Rotondi  
(william.rotondi@td.com) from myunits@nortonmaus.com  
IP: 173.162.149.1



VIEWED

**02 / 26 / 2021**  
19:36:06 UTC

Viewed by William Rotondi (william.rotondi@td.com)  
IP: 12.15.146.254



SIGNED

**02 / 26 / 2021**  
19:36:57 UTC

Signed by William Rotondi (william.rotondi@td.com)  
IP: 12.15.146.254



COMPLETED

**02 / 26 / 2021**  
19:36:57 UTC

The document has been completed.