

**TOWN OF NORTON
FINANCE COMMITTEE**

March 28, 2022

7:04 P.M.

MINUTES

RECEIVED
NORTON TOWN CLERK
2022 JUN 14 AM 8:56

Call to Order

The March 28, 2022 meeting of the Finance Committee was held in person and was called to order at 7:00 P.M. by Ms. Aimee Sawyer, Chairwoman of the Finance Committee.

Finance Committee members present: Paula Daniels, Kevin Snyder, Joe Parker, William Rotondi, Kevin Bugaj, Zach Tsilis, Bonnie Yezukevich

Absent: Stephen Evans, Yelena Gordon

BUDGETS:

COUNCIL ON AGING

Mr. Yunits discusses Beth's budget, there is a full time director, a part-time clerical position, and an outreach council that is funded partly from the budget and partly from the grant the town received from the state

Beth is looking to add hours to the part-time clerical position. It is an 18 hour/week position and Beth is looking to make it 23 hours/week

Mr. Yunits discusses the increases that Beth is requesting within her budget

Ms. Daniels asks Beth about the position that is partially funded by the state (the outreach council) and how long the town has the grant to cover that position

Beth replies that it is an every year grant

Ms. Daniels asks if the amount given will increase if the amount of people over 60 increase (over 60 is considered a senior citizen and that goes towards how much money is awarded from the grant)

Beth replies that they are currently going by the 2020 census and that she is unable to determine how it will change once a new one is done

Mr. Yunits asks Beth to explain what the outreach council does

Beth explains that the outreach council is responsible for helping people obtain outside benefits such as food stamps, housing, Medicare supplemental plans, and does home visits

Beth discusses the grab-and-go program that is offered to the senior citizens, it was learned that there were many care givers utilizing the program for people that were home bound

Beth discusses the need to increase the staff and budget to prepare for the new, bigger, building

Mr. Tsilis asks if Beth is relying on donations to accomplish things and makes the comment that there does not appear to be enough money allocated to helping the senior citizens and that the school budget should be looked at again to see if less funds could go to the school and more funds could go to the senior citizens

Beth explains that the contracts that come in for the physical fitness programs are paid using the formula budget and that the people that come in are charged \$2.00/class. The money from the classes is used for the entertainers and singers and craft supplies

Beth explains that the educational programs are received from the community, they will have presentations from local banks, the district attorney's office will come in and do a complimentary presentation, nursing homes will come in and do presentations and activities

Beth wrote grants during COVID in order to be able to help people with their fuel needs, a grant was done for emergency food, a marketing grant was received

Beth explains that she really needs help as far as staffing

VETERANS BUDGET

Mr. Yunits explains that Estell has a full-time agent and then a part-time clerical position

The budget request has remained the same as last year

Estell discusses the benefits over the last couple years and how people are now becoming more comfortable with coming into the office to reach out for help

Estell talks about the increase in living and the state does not do their cost-of-living increase until July and how it put a tremendous hardship on people

Mr. Parker asks what for clarification on what the benefits can be used for by the Veterans

Beth explains that Chapter 115 is primarily used for aged for individuals 65 and older on a fixed income, it helps to bring their monthly income up to the 200% poverty level and it helps individuals with unemployment, and people who are transitioning out of the military who are in between jobs

Beth also helps file claims for service-connected disabilities and also for aid and attendance

Mr. Bugaj asks what caps the request to 230,000 if it's a 75% reimbursement

Estell explains that the budget was in place before she arrived, and she feels as though the number has worked

MEMORIAL AND VETS

Mr. Yunits explains that this budget covers flags for the cemetery and the holders when needed and expenses for the Memorial Day parade and the Veterans Day parade

Estell explains that there is a big expense for flags within the town, and the needs for the parades

SELECTBOARD

Mr. Yunits explains that this is for the Selectboard administrative secretary, part-time wages were added for the maternity leave coming up and to do the minutes for the selectboard meetings, incentive pay. Everything is the same on the expense side short of the communications sections, a cell phone was requested

Mr. Tsilis asks what this position entails besides minutes

Mr. Yunits explains that position handles all license and permits that come under the purview of the selectmen, minutes, workers comp

TOWN MANAGER

Mr. Yunits explains that this budget covers the town manager and the assistant to the town manager

The largest portion of the expenses was added last year, it is contracted services. This money is used for the HR consultant, for grants and for salaries

FINANCE COMMITTEE

Mr. Yunits explains this budget covers the minutes, the clerical services, advertising, printing, and dues/memberships

The budget has remained the same

ACCOUNTING

Mr. Yunits explains that in the accounting office there is the full-time accountant, a full-time assistant, and a part-time person for pay roll

There is a slight increase on the annual audit

The expenses have remained the same

Ms. Sawyer asks if there is a reason that the part-time employee's wages aren't broken out separately

Mr. Yunits explains that the salary is lumped in with the office salary

Mr. Snyder comments that the part-time employee's wages should be broken out to be consistent

Mr. Parker agrees with Mr. Snyder to remain consistent

Ms. Sawyer adds that she agrees and that if they were to ever increase that position to full-time, they would be able to see the comparison. She also asks if James knows how many departments are combining the wages like this one

James replies that he believes there are 2 or 3 but he would have to check, he comments that he will break it out

LEGAL

Mr. Yunits explains that they are proposing \$80,000, the amount spent has varied from year to year

Mr. Tsilis asks if there is a break out between the departments that are using the legal funds

Mr. Yunits responds that Jen worked on the break down not long ago and he will obtain a copy

MUNICIPAL BUILDING

Mr. Yunits explains that this budget covers the cleaning of the Town Hall and the Police Station, the boilers, AC units that need work, trash removal minus the schools

Mr. Parker asks about the repair and maintenance increase and why it has increased

Mr. Yunits explains that it is a combination of hourly wage increase, and older items needing to be replaced

Ms. Daniels asks Mr. Yunits if he foresees more repairs needing to be done this year

Mr. Yunits responds that he hopes that there will be no more repairs

Ms. Sawyer asks how the Trane contract impacts all of the repair and maintenance

Mr. Yunits explains that train want through the town buildings but never proposed anything on the town buildings besides the school buildings

Mr. Yunits has a brief conversation with Ms. Sawyer regarding the Draft Warrant, presenting articles 1 or 2 at a time starting with the petitioned articles, and having people present before the Financial Committee

Mr. Snyder asks about the exhibits presented within the meeting and asked if there was a way to post the documents somewhere for people to have access to them

Mr. Yunits replies that he will find a way to do that

Ms. Daniels adds that the athletics project is going out to bid on Thursday at 2:00 p.m. and the sub committee is meeting tomorrow evening, she will find out tomorrow when she attends the meeting

Ms. Sawyer entertains a motion to adjourn the meeting at 8:01 p.m.

Mr. Snyder motions to adjourn the meeting

Mr. Parker Seconds the motion

Vote is unanimous

Meeting Adjourned at 8:02pm.

Respectfully submitted by

Rachel Medas, FinCom Secretary

Minutes Approved by Committee on:

6/6/2022

Signature:


Aimee Sawyer, Finance Committee Chair