**FINANCE COMMITTEE - MEETING MINUTES**

**Wednesday, February 5th, 2020 7:30PM**

**John Bauer Senior Center 17 West Street**

**Paxton, MA 01612**

**Members Attending:** Richard A. Fenton (Chairman), Mark Love (Vice Chairman), Cotey J. Collins (Secretary), June Herron, Anthony Domineck, Jennifer Lennon, Seth Peters and Timothy J. Linton.

# Members Not Attending: None

**Additional Attendees:** Carol Riches (Town Administrator), Peter Bogren (Selectboard liason), Cristian Hernandez

Chairman Fenton called the meeting to order at 7:30PM.

Motion to approve of the minutes of November 14th, 2019 meeting was made by Ms. Herron and seconded

by Mr. Collins. **Approved unanimously.**

# COLLINS REPORT - COST OF LIVING: Chairman Fenton discussed some of the changes the Finance Committee will see regarding recommendations the Collins Report has made. One recommendation the Collins Report made was to increase certain town employees’ salaries because compared to other towns our employees were being paid slightly less. Chairman Fenton continued to make a recommendation to propose either a 2% or even 3% cost of living pay increase based on inflation.

Motion was made by Vice Chairman Love to increase cost of living pay by 3% and seconded by Mr. Collins. **Approved unanimously.**

# REVIEW OF TOWN BUDGETS

# Moderator (#1114): Motion was made to approve the budget in the amount of $0 by Ms. Herron and seconded by Ms. Lennon. Approved unanimously.

# Board of Selectman (#1112): Motion was made to approve the budget in the amount of

 $89,594 by Ms. Herron and seconded by Ms. Lennon. Approved unanimously.

 Town Administrator (#1123): Motion was made to approve the budget in the amount of $91,828

 by Ms. Herron and seconded by Mr. Linton. Approved unanimously.

# Municipal Assistant (#1124): Motion was made to approve the budget in the amount of

$39,333 by Ms. Herron and seconded by Mr. Collins. Ms. Riches explained that the Municipal

Assistant was a new position the merged the responsibilities of the Town Clerk, Town Collector,

 DPW, and Water into one assistant position. Mr. Collins, Mr. Fenton, and Ms. Herron asked if

 this Municipal Assistant position was a 40-hour work week. Ms. Riches agreed. Motion was

Approved unanimously.

Town Services Coordinator (#1129): Motion was made to approve the budget in the amount of

$37,195 by Ms. Herron and seconded by Ms. Lennon. Approved unanimously.

# Finance Committee (#1131): Motion was made to approve the budget in the amount of $275 by Ms. Herron and seconded by Ms. Lennon. Approved unanimously.

# Reserve Fund (#1132): Discussion will take place in later meeting.

Town Accountant (#1135): Motion was made to approve the budget in the amount of $30,375 by Ms. Herron and seconded by Mr. Peters. Approved unanimously.

Town Assessors (#1141): Motion was made to approve the budget in the amount of $80,045 by Ms. Lennon and seconded by Mr. Domineck.

Notes: The software upgrade will be put off until July of 2021 and splitting the costs between FY 2021 & FY 2022 to help save the budget. It is mainly due to Windows 7 expiration and is available now, but the Town Assessors will have to wait. Best estimate with a new contract in process with mandatory software upgrade due to Windows 7 expiring. There was a decrease in the Town Assessors budget the last three years since they moved to a five-year certification vs. three. In this year’s budget will also include the FY 2022 certification. The $6,250 is part of the total of $12,500 to be paid in FY 2021 and FY 2022.

Motion was Approved unanimously.

Treasurer/Collector (#1145): Motion to approve the budget in the amount of $77,425 by Ms. Herron and seconded by Ms. Lennon. Approved unanimously.

Legal Services (#1151): Motion to approve the budget in the amount of $30,000 by Ms. Herron and seconded by Mr. Linton. Approved unanimously.

Municipal Information Services (#1155): Motion to approve the budget in the amount of $75,432 by Mr. Collins and seconded by Ms. Lennon. Note: Security software upgrades are added to this budget the funding of which was approved on the November 18th, 2019, Special Town Meeting. Motion was Approved unanimously.

Conservation Commission (#1171): Motion to approve the budget in the amount of $8,440 by Mr. Collins and seconded by Ms. Lennon. Note: The Conservation Commission is requesting level funding except for a $1,000 Consultant fee to update the expired Open Space and Recreation Plan. The Conservation Commission received an estimate for $10,640 for the completion of the plan update. The Commission is applying for a grant with an 80% reimbursement and, if awarded, intends to pay $9,000 from its Conservation Fund, request an $8,000 reimbursement from the grant award, and fund the remaining $1,000 with this budget request. The remaining $640 will either be from the Conservation Fund or an annual credit to the town for technical assistance from the Central Massachusetts Regional Planning Commission.The current expired plan excludes the town from applying for various state and federal funding programs. The Conservation Commission voted at their January 9th meeting to host the committee that would perform the update. Motion was Approved unanimously.

Regional Planning (#1177): Motion to approve the budget in the amount of $1,411 by Ms. Lennon and seconded by Mr. Linton. Approved unanimously.

Historic District Commission (#1183): Motion to approve the budget in the amount of $200 by Mr. Collins and seconded by Ms. Lennon. Approved unanimously.

Public Building Property (#1192): Motion to approve the budget in the amount of $23,500 by Ms. Herron and seconded by Mr. Domineck. Approved unanimously.

Insurance Premiums and Bonds (#1193): Motion to approve the budget in the amount of $129,500 by Ms. Herron and seconded by Mr. Linton. Approved unanimously.

Town Reports (#1196): Motion to approve the budget in the amount of $950 by Ms. Lennon and seconded by Mr. Love. Approved unanimously.

Town Clock (#1199): Motion to approve the budget in the amount of $400 by Ms. Lennon and seconded by Mr. Linton. Approved unanimously.

Plumbing Inspector (#1243): Motion to approve the budget in the amount of $4,000 by Ms. Lennon and seconded by Mr. Domineck. Approved unanimously**.**

Inspector of Wires (#1245); Motion to approve the budget in the amount of $5,811 by Ms. Lennon and seconded by Mr. Love. Approved unanimously**.**

Animal Control Officer (#1292): Mr. Collins requested for the Animal Control Officer to attend a future meeting for a discussion of his budget.

Tree Warden (#1295): Motion to approve the budget in the amount of $9,142 by Mr. Collins and seconded by Ms. Lennon. Approved unanimously.

Street Lights (#1424): Motion to approve the budget in the amount of $18,109 by Ms. Lennon and seconded by Mr. Love. Approved unanimously.

Board of Health (#1510); Motion to approve the budget in the amount of $4,102 by Ms. Herron and seconded by Ms. Lennon. Approved unanimously.

Inspector of Animals (#1519): Motion was made to approve the budget in the amount of $2,000 by Mr. Collins and seconded by Ms. Lennon. Approved unanimously**.**

Veteran’s Aid (#1543): Motion was made to approve the budget in the amount of $10,450 by Mr. Collins and seconded by Ms. Lennon. Approved unanimously**.**

Historical Commission (#1691): Motion to approve the budget by Mr. Collins and seconded by Ms. Lennon. Passed 7-0 with Chairman Fenton recused because of conflict of interest.

Notes and Bonds Principal and Interest (#1710, #1715, #1752): Motion to approve the budget in the amount of $735,344 by Ms. Herron and seconded by Ms. Lennon. Approved unanimously**.**

Town Employee Insurance (#1910): Motion to approve the budget in the amount of $823,200 by Ms. Herron and seconded by Ms. Lennon. Approved unanimously**.**

Worcester County Retirement System Assessment (#1911): Motion to approve the budget in the amount of $553,607 by Ms. Lennon and seconded by Mr. Peters. Approved unanimously**.**

Unemployment (#1913): Motion to approve the budget in the amount of $30,000 by Ms. Herron and seconded by Ms. Lennon. Notes: This fund was established for Police Dispatch employees who will be losing their positions due to regionalization. Motion was Approved unanimously.

Central Purchasing (#1915): Motion to approve the budget in the amount of $186,790 by Ms. Herron and seconded by Mr. Domineck. Approved unanimously**.**

Motion to adjourn the meeting was made by Mr. Love and seconded by Mr. Linton. The motion to adjourn the meeting was Approved unanimously.

Meeting adjourned at 9:01PM.

Respectfully Submitted,

Cotey J. Collins

*Secretary*