**Minutes of the Finance Committee February 13, 2019**

Members attending: Mr. Fenton (Chairman), Ms. Herron, Ms. Lennon, Mr. Linton, Mr. Love, and Mr. Runstrom

Members not attending: Mr. Seth Peters

Additional Attendees: Carol Riches (Town Administrator)

Meeting called to order at 7:32pm.

### Minutes

**Motion** to approve the minutes of the October meeting made by Ms. Herron, seconded by Ms.Lennon.   
**Motion Approved 5-0**. Mr. Love Abstained since he did not attend the meeting.

**Motion** to approve the minutes of the January 3 meeting made by Ms. Herron, seconded by Ms.Lennon.   
**Approved unanimously**.

### Budget Transfers

The Finance Committee has been asked to transfer $1,300 from the Reserve fund for MIS, due to unforeseen outsourcing costs while in-house IT was unavailable.

**Motion** to approve transfer of $1,300 made by Mr. Love, seconded by Ms. Lennon. **Approved Unanimously**.

### FY20 Cost of Living Increases

Mr. Fenton proposes giving employees a 3% cost of living increase for FY2020. We had several years where we didn’t give COLA raises so we’re still catching up.

**Motion** to approve a 3% COLA for town employees made by Mr. Love, seconded by Ms.Herron.  
We will discuss what salary it is applied to later. **Approved unanimously**.

### Budget Consideration

We will now run through the budget and decide which department heads we want to bring in for interviews.

**1114: Moderator.** Motion to approve the budget for Moderator (#1114) in the amount of $0 made by Mr. Love and seconded by Ms. Lennon. **Approved Unanimously**.

**1122: Selectboard.** Motion to approve the budget for Selectboard (#1122) in the amount of $85,719 made by Ms. Lennon and seconded by Mr. Runstrom.   
Ms. Riches answered questions about the audit, administrative secretary, and Earth Day line items.  
**Approved Unanimously**.

**1123: Town Administrator.** Motion to approve the budget for Town Administrator (#1123) in the amount of $89,232 made by Ms. Herron and seconded by Mr. Linton.   
Mr. Fenton: What meetings do you attend?   
Ms. Riches: MMA yearly meeting.  
**Approved Unanimously**.

**1129: Town Services Coordinator.** Motion to approve the budget for Town Services Coordinator (#1129) in the amount of $35,862 made by Ms. Herron and seconded by Mr. Love.  
Only increase is for salary.  
 **Approved Unanimously**.

**1131: Finance Committee.** Motion to approve the budget for Finance Committee (#1131) in the amount of $275 made by Mr. Love and seconded by Ms. Lennon. **Approved Unanimously**.

**1132: Reserve Fund.** Motion to approve the budget for Reserve Fund (#1132) in the amount of $50,000 made by Mr. Runstrom and seconded by Ms. Lennon.   
Proposing increasing this budget by $10k this year as the budget has not changed in 20 years.  
**Approved Unanimously**.

**1135: Town Accountant.** Motion to approve the budget for Town Accountant (#1135) in the amount of $37,339 made by Ms. Lennon and seconded by Mr. Linton.  
This is a 20 hour/wk job. New employee. Training with Donna. Also taking classes to ramp up.  
**Approved Unanimously**.

**1141: Assessors.** Motion to approve the budget for Assessors (#1141) in the amount of $61,926 made by Ms. Lennon and seconded by Ms. Herron.   
Question: What is the interim update? We will send an email to ask.   
**Approved Unanimously**.

**1145: Treasurer/Collector.** Wait until next week.

**1151: Legal Services.** Motion to approve the budget for Legal Services (#1151) in the amount of $30,000 made by Mr. Linton and seconded by Ms. Lennon.   
Question: Is this enough? There are quite a number of things going on. Consensus was to leave the amount the same for this year, especially since we raised the Reserve Fund budget.  
**Approved Unanimously**.

**1152: Personnel Advisory Board.**   
This budget has been $0 for many years. We will remove this account from the budget.

**1155: Municipal Information Services (MIS).** We will bring him in to discuss.

**1161: Town Clerk.** We will bring her in to discuss.

**1162: Elections.** We will bring the Town Clerk in to discuss.

**1163: Registrars.** We will bring the Town Clerk in to discuss.

**1171: Conservation Commission.** Budget not yet received.

**1177: Regional Planning**  Budget not yet received.

**1178: Master Plan Implementation Committee**This budget has been $0 for many years. We will remove this account from the budget.

**1183: Historic District Commission.** Budget not yet received.

**1192: Public Building Property.** Motion to approve the budget for Public Building Property (#1192) in the amount of $25,500 made by Mr. Runstrom and seconded by Ms. Lennon.   
Repairs are up. There usually is not enough in this fund. Flag pole just repaired, going to be painted  
Q: Why are repairs in budget instead of reserve fund? A: Reserve is only for emergencies.  
**Approved Unanimously**.

**1193: Insurance Premiums and Bonds.** Motion to approve the budget for Insurance Premiums and Bonds (#1193) in the amount of $125,900 made by Ms. Herron and seconded by Ms. Lennon.   
This budget is currently level funded, but could change before town meeting. Will revisit if necessary.  
**Approved Unanimously**.

**1196: Town Reports.** Motion to approve the budget for Town Reports (#1196) in the amount of $950 made by Mr. Linton and seconded by Ms. Lennon. **Approved Unanimously**.

**1199: Town Clock.** Motion to approve the budget for Town Clock (#1199) in the amount of $360 made by Ms. Herron and seconded by Ms. Lennon. **Approved Unanimously**.

**1210: Police.** We will bring them in to discuss.

**1220: Fire.**  We will bring them in to discuss.

**1232: Emergency Medical Services (EMS).** We will bring them in to discuss (Fire Chief).

**1241: Building Commissioner.** Budget not yet received.

**1243: Plumbing Inspector.** Motion to approve the budget for Plumbing Inspector (#1243) in the amount of $4,000 made by Ms. Herron and seconded by Ms. Lennon. **Approved Unanimously**.

**1245: Inspector of Wires.** Motion to approve the budget for Inspector of Wires (#1245) in the amount of $5,550 made by Ms. Lennon and seconded by Mr. Linton. **Approved Unanimously**.

**1250: Public Safety Building.** Motion to approve the budget for Public Safety Building (#1250) in the amount of $46,355 made by Mr. Runstrom and seconded by Ms. Lennon. **Approved Unanimously**.

**1291: Emergency Management.** Motion to approve the budget for Emergency Management (#1291) in the amount of $10,699 made by Mr. Runstrom and seconded by Ms. Lennon. **Approved Unanimously**.

**1292: Animal Control Officer.** Motion to approve the budget for Animal Control Officer (#1292) in the amount of $9,981 made by Ms. Lennon and seconded by Mr. Linton. **Approved Unanimously**.

**1294: Forestry.**This budget has been $0 for many years. We will remove this account from the budget.

**1295: Tree Warden.** Motion to approve the budget for Tree Warden (#1295) in the amount of $9,101 made by Ms. Herron and seconded by Mr. Linton. **Approved Unanimously**.

**1421: Highway Department.** We will bring Mike in to discuss.

**1423: Snow & Ice.**  We will bring Mike in to discuss.

**1424: Street Lights.** Motion to approve the budget for Street Lights (#1424) in the amount of $19,118 made by Ms. Lennon and seconded by Mr. Linton.  
Budget is down – LEDs are good.  
**Approved Unanimously**.

**1443: Waste Collection.** Motion to approve the budget for Waste Collection (#1443) in the amount of $259,880 made by Ms. Lennon and seconded by Mr. Runstrom.   
Up a little from last year. This budget is offset by fees.  
**Approved Unanimously**.

**1491: Cemetery Commission.** Motion to approve the budget for Cemetery Commission (#1491) in the amount of $12,042 made by Mr. Runstrom and seconded by Mr. Love. **Approved Unanimously**.

**1510: Board of Health.** Motion to approve the budget for Board of Health (#1510) in the amount of $4,081 made by Mr. Love and seconded by Ms. Lennon. **Approved Unanimously**.

**1515: Sanitation Engineer.** Motion to approve the budget for Sanitation Engineer (#1515) in the amount of $11,909 made by Mr. Runstrom and seconded by Mr. Love. **Approved Unanimously**.

**1519: Inspector of Animals.** Motion to approve the budget for Inspector of Animals (#1519) in the amount of $1,000 made by Ms. Herron and seconded by Mr. Love.   
Asking for an increase this year. There has been an increased workload in recent years.  
**Approved Unanimously**.

**1541: Council on Aging.**  We will bring Cindy in to discuss.

**1543: Veteran’s Aid.** Motion to approve the budget for Veteran’s Aid (#1543) in the amount of $10,430 made by Ms. Herron and seconded by Ms. Lennon. **Approved Unanimously**.

**1610: Library.**  We will bring Deb in to discuss.

**1630: Recreation.**  Budget not yet received.

**1691: Historical Commission.** Motion to approve the budget for Historical Commission (#1691) in the amount of $400 made by Mr. Runstrom and seconded by Ms. Lennon. **Approved Unanimously**.

**1630: Notes and Bonds Principal.**  Budget not yet received.

**1910: Town Employee Insurance.**  Budget not yet received.

**1911: Worcester County Retirement.** Motion to approve the budget for Worcester County Retirement System Assessment (#1911) in the amount of $505,956 made by Ms. Lennon and seconded by Mr. Linton. **Approved Unanimously**.

**1913: Unemployment.** Motion to approve the budget for Unemployment (#1913) in the amount of $0 made by Mr. Love and seconded by Mr. Runstrom. **Approved Unanimously**.

**1915: Central Purchasing.** Motion to approve the budget for Central Purchasing (#1915) in the amount of $182,290 made by Ms Lennon and seconded by Mr. Runstrom. **Approved Unanimously**.

Meeting adjourned at 8:57pm.

Respectfully Submitted,

Scott Runstrom, Secretary.