

Finance Committee Meeting Minutes

Monday, March 28, 2016

Attendance: Chairmen, Ed Hoak; Committee Members, Joe Freitas, Nancy Gajoli and Michele Hamilton.

Selectmen, Wendy Cochrane

Accountant, Kathy Avilla

Berkley School K-8, Superintendent, Tom Lynch, Andrea Porter, Jennifer Francisco, Sarah Cogar, Kim Hebert, Melissa Donnelly, Bill Welch and Dean Lababee

Assessor, George Moitoza

Meeting called to order at 6:30.

Reviewed the Finance Committee minutes of March 21, 2016, motion was made and seconded to accept the minute, unanimously voted for acceptance.

Superintendent, Tom Lynch presented a new revised K-8 budget, reducing the amount of \$230,000 or 6.9% to 3.9% from the initial budget presented.

Mr. Lynch provided a detailed report explaining they were able to remove \$120,000 towards teacher's pay, \$40,000 in rental fees of classrooms, reduced the number of van drivers at a cost of \$30,000 and capital expenditure totaling \$40,000.

In addition, with 152 students requiring additional assistance in math and other subjects, the request for math support at a cost of \$40,000 and a special needs instructor in the amount of \$55,000, for a total amount of \$95,000 is still in the budget.

The after school extra help program initiated last year is continuing this year and the number of students taking advantage of this has increased. It runs two days a week at both the community school and the middle school, the teachers who offered to stay and help the students are paid a nominal amount of money. Because of the success of the program, the \$12,000 for the late bus is currently in the budget.

The bus budget came in at an increase of \$30,000, however, the fuel budget came in at \$1.476 a gallon, reducing the budget of \$62,000, increasing expenses by \$32,000.

Mr. Lynch handed out a copy of FY17 preliminary budget with budget subcommittee reductions and requested that it not be submitted as a final request as the school committee has not reviewed and approved. Also, a request was made that the town look into funding the capital planning items removed from the budget. This included a tractor at \$22,000 and HAVC program at a cost of \$14,675, for a total cost of \$36,675.

Assessor, George Moitoza, walked through his budget request and explained the increase \$2,000 in CAMA was due to the increase in wages that we have to pick up and the increase in tax maintenance of \$2,000 is due to the fact that the board is behind on field work and will need outside assistance at a possible rate of \$15.00 per hour. Total budget request for FY17 is \$56,783.

Tax Collector, Wendy Cochrane, walked through the budget and explained the increase for personnel line was due to step raises plus two additional hours. Also, Wendy mention they have received roughly \$60,000 in back tax revenues (tax title) and request that we keep finding the account of Tax Title at the same rate as FY 16 of \$7,250 for FY17.

Treasure, Wendy Cochrane, walked through the budget for treasure and explained that the increase for personnel line was due to step raises plus two additional hours. The budget came in at \$68,667.

Ms. Cochrane also explained that they will be outsourcing the payroll to Harper's and this may eliminate clerical staff 1-20 hours.

Accountant, Kathy Avilla, explained the budget for accounting, it is currently coming in at the same rate as FY16 of \$52,891. Based on negotiations we may see a request for additional salary.

Finance Committee Chairman, Ed Hoak, explained the budget for FINCOM, it is currently coming in at the same rate as FY16 of \$1500. This covers our dues and fees for conference we attend.

A motion was made and seconded to adjourn the meeting at 8:15, unanimously voted.

Next meeting scheduled for April 4, 2016 at 6:30 in the Berkley Town Hall.