

Finance Committee
Meeting Minutes
Monday, March 5, 2012

Board Members in attendance: Nikki Newton, Gordon Andrews, Peg Fitzgerald, Dick Wright and Karen Fava.

Others in Attendance: Mike Schleiff, Selectmen Chairman; Kim Roy, Selectmen Vice-Chairman; Sandy Nolan, Town Accountant; Cassey Hanson, Silver Lake and Halifax Elementary School Committee Chair; John Tuffy, Silver Lake Regional Schools Superintendent.

Meeting called to order at 7:15pm
Meeting Adjourned at 9:27pm

Request from Charlie Seelig for \$2,317.00 transfer from the Reserve Fund for increases in the General Insurance Lines Premiums. Peg Fitzgerald made a motion to approve, seconded by Nikki Newton. Motion passed unanimously.

Discussion regarding the Workers Comp issue for an employee. Closure should be within this year so we as a Committee do not feel the need to discuss the medical details of this employee. Charlie will be emailed to advise.

Sandy would like to move the filing cabinet from the stage upstairs into the Accountant's Office for ease and security reasons. Karen Fava made a motion to accept, seconded by Peg Fitzgerald. Motion passed unanimously.

Gordon Andrews made a motion to accept the Meeting Minutes from February 27, 2012 with the alterations specified by Peg Fitzgerald. Seconded by Nikki Newton. Karen Fava abstained.

School Committee

Cassey Hanson and John Tuffy presented a new budget for the Elementary School. John said they have eliminated 2 teaching positions and are reducing a bus due to lower enrollment. This change should not affect class sizes. As of now there are no retirements that he knows of so they may have to pay unemployment on the eliminated positions.

Dick asked if the Middle or High Schools have any cable studio access as Halifax Comcast's studio is going to be closing. John suggested he make a call to Mr. Kelley at the High School to discuss the possibility of using the space at the High School.

Peg asked if there was any way they could turn off the outside lights at the Elementary School in the evening when the Custodians leave in order to save on the Utilities. John Tuffy will have a discussion with the Police Department as to their

suggestion of outside lighting at the school as a deterrent for vandalism and will get back to the Committee.

John does not expect Silver Lake's Out of District Vocational Budget to increase any more. It is unlikely that our student will be accepted to the other facility so they have been taken off the list. April 1 is the deadline so it can certainly still change but they are pretty confident with the numbers that have been submitted for that.

Article 5 Line Items

Line 4 – Peg Fitzgerald made a motion to approve 64,102.00 for Selectmen Clerical. Seconded by Dick Wright. Motion passed unanimously.

Line 6 – Karen Fava made a motion to approve 42,200.00 for Law. Seconded by Dick Wright. Motion passed unanimously.

Line 7 – Peg Fitzgerald made a motion to rescind the approval of 4,118.00. Seconded by Karen Fava. Motion passed unanimously.

Line 8 – Change made to typographical error. Total should read 13,500.00 not 1,350.00.

Line 11 – Peg Fitzgerald made a motion to approve 3,829.00 for Fin Comm. Clerical. Seconded by Nikki Newton. Motion passed unanimously.

Line 12 – Karen Fava made a motion to approve 359.00 for Fin Comm. Expenses and from those funds provide an ink cartridge and paper to Kendra. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 13 – Peg Fitzgerald made a motion to approve 63,542.00 for Accountant Salary. Seconded by Dick Wright. Motion passed unanimously.

Line 14 – Peg Fitzgerald made a motion to approve 44,307.00 for Accountant Clerical. Seconded by Dick Wright. Motion passed unanimously.

Line 16 – Sandy said that it is Level Funded for now. Charlie may want to change it to include an IT person. The Committee will wait one week before voting.

Line 20 – Peg said the increase is in appraisal software and it is a fixed contract amount. Gordon is going to check on the length of the contract. The committee will revisit it after further review.

Line 22 – This is Level Funded. The Committee will wait to discuss it with Charlie next week.

Line 24 – We have had more employee changes, thus there is an increase. FY12 will probably need a Reserve Fund Transfer but this should be fine for FY13. Peg Fitzgerald made a motion to approve 5,800.00 for Treasurer Banking and Payroll Expense. Seconded by Karen Fava. Motion passed unanimously.

Line 30 – Dick Wright made a motion to approve 59,812.00 for Collector Clerical. Seconded by Karen Fava. Motion passed unanimously.

Line 32 – There has been a request from the Town Clerk to change the number of hours for the elected Clerk to 36 and for clerical to be changed to 20. Karen said that this is a salary position and we should be hiring an Asst. Clerk, not just an Admin Asst. so they can be a back up to the elected clerk. If not, it will add more hours to the elected clerk's hours. Nikki asked if it is being advertised correctly and if not how can we correct that now? Sandy said that the Clerk's intent is to hire an Admin Asst and work to

bring them up to the level of an Asst Clerk. Sandy suggested tabling the Line item until she can find out the cost for an Asst Clerk at step 1.

Line 33 – Same as above. Tabled until further review.

Line 34 – Dick Wright made a motion to approve 4,350.00 for Clerk Expense. Seconded by Karen Fava. Motion passed unanimously. Gordon is going to ask if we are able to have any other companies bid on producing the book pages.

Line 35 – Dick Wright made a motion to approve 17,710.00 for Elect/Register. Seconded by Karen Fava. Motion passed unanimously.

Line 36 – Karen Fava made a motion to approve 3,994.00 for Wage and Personnel Clerical. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 37 – Karen Fava made a motion to approve 250.00 for Wage and Personnel Expense. Seconded by Dick Wright. Motion passed unanimously.

Line 38 – Dick Wright made a motion to approve 5,500.00 for Recruitment and Employment Costs. Seconded by Nikki Newton. Motion passed unanimously.

Line 39 – Dick Wright made a motion to approve 1,225.00 for Conservation Commission Expense. Seconded by Karen Fava. Motion passed unanimously.

Line 40 – Tabled for the time being as the Agent's salary may change.

Line 47 – Karen Fava made a motion to approve 48,000.00 for Town Building Expense. Seconded by Dick Wright. Gordon Andrews voted against it. Motion passed.

Line 50 – Increase is contractual for 2 new Sergeants. Peg will check with the Chief and we will revisit after more information is available.

Line 52 – Karen Fava made a motion to approve 40,644.00 for Police Clerical. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 53 – Tabled for now. We need the Chief to come in to our meeting to discuss this further. All other Police and Fire Line items will be tabled until we have the Chiefs in at the March 19th meeting to discuss further.

Line 72 – Karen Fava made a motion to approve 2,300.00 for Sealer Weights and Measure Salary. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 73 – Dick Wright made a motion to approve 486.00 for Sealer Weights and Measure Expense. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 74 – Peg Fitzgerald made a motion to approve 16,089.00 for Dog Officer Salary. Seconded by Dick Wright. Motion passed unanimously. However, further discussion is still needed with the Police Chief.

Line 77 – Peg Fitzgerald made a motion to approve 4,636,718.00 for Elementary School Costs. Seconded by Dick Wright. Motion passed unanimously.

Line 78 – Dick Wright made a motion to approve 99,000.00 for Vocational Education. Seconded by Peg Fitzgerald. Motion passed unanimously.

Line 79 – Peg Fitzgerald made a motion to approve 1,109,954.00 for Special Needs Tuitions. Seconded by Dick Wright. Motion passed unanimously.

Line 80 – Peg Fitzgerald made a motion to approve 312,517.00 for Special Needs Transportation. Seconded by Dick Wright. Motion passed unanimously.

Line 81 – Tabled

Line 82 – Dick Wright made a motion to approve 518,487.00 for Debt Exclusion FY11 Budget Silver Lake. Seconded by Karen Fava. Motion passed unanimously.

Summary

Gordon is going to look into whether Peter wrote the letter to the Dept. heads and if it was sent out. If not he will write one and get it to Charlie to distribute. Peg suggested we should include the phrase “your liaison will be in touch to discuss your budget”.

Move the Selectmen to the March 19th meeting at 7:15pm. Local receipts revenue needs to be discussed with the Selectmen at this time. Youth and Recreation will also be at the March 19th meeting at 8:15 and the Beautification Committee at 8:30.

Police and Fire Chiefs and Communications will be scheduled for the March 26th meeting.

Karen Fava made a motion to adjourn the meeting. Seconded by Dick Wright. Meeting Adjourned at 9:27pm

Richard Wright
Corresponding Clerk