

FINCOM
Meeting Minutes – December 17, 2014

Members Present: Alice, Don, Alan, Steve, Bruce, Laura, John
Not Present: Rudy, Heidi
Others: Lorraine
Location: Town Hall Meeting Room

Alice opened the meeting at 7:07 PM.

Minutes of the December 3 meeting were approved unanimously with one small change.

Public Commentary: None.

Budget Process Update: Lorraine brought copies of the School budget submission and the questions for the Park & Rec. and Ambulance budgets.

Initial Budget and Recap Review: The committee's questions by department follow:

- **Selectmen-** We assume the \$10,000 increase in Purchased Services for FY16 reflects the \$10,000 for operational review audit. The custodian for public buildings—any change required for temporary town hall relocation? Is the increase in Meetings and Dues (from \$2,500 to \$3,270) for Marie to attend meetings or dues for her? Why do we need to produce 2,500 Warrant booklets for Town Meeting?
- **Law-** Is the \$18,000 budget for other legal services realistic? Lorraine said it is always budgeted at this level and has come in more than \$3,000 less in prior years.
- **Public Buildings-** Building Repairs item should separate upgrades for transition of town hall; does an estimate of \$10,000 for this seem realistic? Also, there are no estimates for this line item in the FY2017-2021 budget submitted. A budget increase for oil and decrease for gas seems in conflict with recent price trends of these commodities.
- **Finance-** No real budget questions or issues surfaced. Lorraine explained the procurement process for the committee, noting that Rich does sand/salt needed for roads and Lorraine does all school procurement. She has been training Marie on her procurement tasks for possible future transition of this duty.
- **Town Clerk-** Why was there an assumed annual increase in supplies budget for FY2017-2021?

Center on the Common Collections: The committee was surprised to learn that the Center on the Common is approximately \$9,000 behind in their payments to the town. We understand that Mark Lanza sent a demand letter for this back payment with a 30 day due deadline, and the BOS voted that they may not hold any future activities on town property until they provide proof of insurance (which they let lapse).

Town Administrator Report: Tim was not at the meeting—no report.

Finance Director Report: Lorraine told our committee that one bid for the repair of the Fire Department's pumper truck was received--\$114,000 submitted by the manufacturer of the truck.

Liaison Reports:

--Schools: Steve distributed a summary chart of the school's proposed FY15 budget versus actual that was distributed at their December 8 meeting. We asked Lorraine to ask if the School budget team could meet with our committee for review/questions on January 7, 14, or 17.

Next Meeting: We will meet at 7PM on January 7 at Town Hall.

The meeting adjourned at 9:10PM.

Respectfully submitted,
John W. Seeley, Secretary