

FINCOM
Meeting Minutes – February 14, 2015

Members Present: Alice, Rudy, Alan, Don, Laura, Heidi, Bruce, John

Not Present: Steve

Others: Lorraine

Location: Town Hall meeting room

Alice opened the meeting at 8:42AM.

Minutes of the February 11 meeting were reviewed and several clarifications made. They were approved unanimously with the changes.

Public Commentary: None.

Updated FY16 Recap: Lorraine distributed an updated FY16 budget recap. Incremental expenses were the cost of the Police Chief salary, reflecting his contract agreement, and an additional \$33,000 for Monty Tech as 8 students are attending versus the 6 estimated. She noted it includes all budgets as submitted (\$35,000 requested by Park & Rec and all the school requests) and OPEB funding of \$425,000 (equal to FY15). The Committee requested two other changes—show the \$315,000 school project as excluded debt and change the new growth revenue estimate from \$75,000 to \$100,000. The net impact of these changes results in an estimated \$134,819 FY16 surplus.

Scoring of Incremental Budget Requests: Alice distributed copies of her proposed scoring sheet to all members. We spent time individually scoring each request and each member's scores were totaled and results of each project discussed. The decisions the Committee voted unanimously were the following:

- Approve the Schools request for \$30,000 for the Wellness position.
- Approve the Schools request for \$8,175 for Homeless transport.
- Approve the Schools request for \$4,305 for Power School.
- Partially support the Schools requests for \$20,000 Music Tutor and \$11,940 for Network technology manager with combined incremental funding of \$20,000, the balance to be funded within the School budget.
- Partially support the Park & Rec request for \$35,000 for field maintenance with incremental funding of \$10,000 with a request to review the field project priorities and three vendor-approved estimates for the work prior to spending the funds.
- Do not approve the Schools request for \$2,380 for Follett Library and \$2,000 for Plagiarism system.
- We understand that Tim plans to cover the Police request for \$4,950 for new HVAC thermostats out of the current year Town Maintenance budget.

The net impact of these decisions is to reduce the Schools budget request by \$16,320, Park and Rec by \$25,000, and Police by \$3,000 (for new officer uniform which will be a small warrant article), resulting in an estimated \$179,139 FY16 surplus.

Scoring of Small Warrant Articles: We spent time individually scoring each request and each member's scores were totaled and results of each project discussed. The decisions the Committee voted unanimously were the following:

- Support the Police request for \$3,000 to outfit a new police hire.
- Support the DPW's request for \$20,000 to complete priority roadside tree maintenance.

- Support the Planning Board's request for \$60,000 to hire a part time Town Planner.
- Support the BOS request for \$10,000 for a Departmental Management Audit, with the request that it be completed early in the year so the costs/benefits generated by the audit can be reviewed in advance of considering another department audit next year.
- Support the request for \$10,058 for SCADA—an automated water usage data monitoring system.
- Support the COA's request for \$20,167 to hire an additional outreach coordinator.
- Support the Schools request for \$21,625 to update the LLI reading materials.
- Support the BOS request for \$15,000 for the BMSI Permitting Management System.

We voted unanimously to not support the Fire Department's request for \$3,900 for fire props and storage shed and the \$10,000 request by the Town Clerk for preservation of historic documents. We believe the latter should be funded by CPA funds as has occurred in prior years.

Planning for The Book: Steve provided a draft of the Schools overview and Don shared his draft of the spotlight article on our municipal buildings. We agreed to share these and other sections electronically and provide suggested changes using the "track changes" feature in tools of Microsoft Word.

Town Administrator Report: None.

Finance Director Report: Lorraine distributed three detailed sheets containing various views of the town's external sources of funds. The Committee asked several questions for clarification, then voted unanimously to add \$5,000 to the Town Budget from the library expendable trusts as done in prior years. We also requested Lorraine to provide further detail ledgers for committed and unreserved amounts in the \$418,644.86 balance (as of June 30, 2014) in the Community Preservation Fund.

Lorraine also informed the Committee that Schools spent \$75,000 for snow removal with additional expenditures likely.

Liaison Reports: None.

Next Meeting: We will not meet at 7:00PM on February 18 in the Town Hall meeting room as we will not have a quorum of members able to attend. Our next meeting will be at 8:15AM on Saturday, February 21, and we will have an All Boards meeting on Wednesday February 25 at 7PM.

The meeting adjourned at 12:00 Noon.

Respectfully submitted,

John W. Seeley, Secretary