

Minutes of Finance Committee-Draft

DATE: March 26, 2008

LOCATION: Sanford Hall
Village Street
Medway, MA 02053

PRESENT: Frank Faist, Joy Smith Dahl, Phil Giangarra, Ned Myers, Robert Kenney, Paul Marble, Jan Fish, Eric Arbeene, Larry Ellsworth, Mark Brown, Phyllis Cerel

ABSENT:

GUESTS: Mary Jane White, Suzanne Kennedy, Barbara Durand, CIPC Committee, Glenn Trindade, Tri-County Administration (Barbara Renzoni-Superintendent, Mark Wood-Principal, Steve Dockray-Business Administration, Linda Reynolds-Medway Rep.

PURPOSE: Budget presentations to FinCom

Robert Kenney called the Finance Committee (Fin Com) meeting to order at 7:02pm.

Mary Jane White-Town Clerk

Attached to the minutes will be a copy of documents MJW presented to FinCom. Included are Current Responsibilities, letter dated 8/30/06 to BOS regarding Town Clerk position, FY 04/05 Town Clerk salaries chart, and Ledger History-Variance-Revenue Ledger.

Currently FT at \$52,304, MJW is requesting a change in her initial request to BOS a salary change for herself from \$53,843 to \$58,000 based on what she does as a department head, what she does herself and a survey of other town clerk's salaries. MJW believes she is the lowest paid Dept Head in the town. She understands this must be voted on at Town Meeting but looking for a recommendation/support from FinCom.

Q-Where did you get these Town Clerk Salaries?

A-I called other towns and asked them.

Q-Will the incoming software help to alleviate some of your workload?

A-Not sure if it will affect or not. A lot of the systems the Town Clerk uses are state software.

Q-Does the increased payroll include the \$1000 certification fee?

A-Yes

Q-What is your wish list item?

A-PT employee to FT

Q-Do you get regular reviews?

A-No

Q-When was your last increase?

A-Last year, 2 ½ to 3% increase.

Final thoughts-a 9 ¾% increase includes state certification. This would need to be voted on at Town meeting.

FinCom will take into consideration.

CIPC

CIPC recommendations attached.

Suzanne Kennedy

Cash Capital=desire to provide capital acquisitions without acquiring long term debt.

Essentially picking the capital projects for the next 5 years.

Melanie Phillips: While under deficit financing we can continue to piggy back on the Commonwealth.

Recommendation

No road work done this year.

\$300,000 Ch. 90 money this year

\$300,000 potential Ch. 90 money next year

plus \$300,000 bonded = \$900,000 for Road work.

Q-Could the \$50,000 study for town barn be done under bond.

A-\$50,000 study is done under MA Law. Study would take care of location, architect, cost analysis. The barn is currently falling down. We need professional help with the rest. This number doesn't include drawings.

Q-Should the items with a short life span be bonded over so many years?

A-This is state law which is mandated for bonding. The potential life of the item does not matter.

Q-School energy items-There needs to be a revamping of the number because the school put this number in as well.

A-Dr. Grandmont will be withdrawing Article 15, since having met with MSBA last week. There will be a feasibility study that will take place. MSBA repairs will compliment the energy management systems mentioned here.

Q-File Server upgrade-Hosted solutions have been discussed and the school has an IT director.

A-All this depends on the Charter and if a town wide IT Director is in order.

Financial Software- Barbara Durand explained that a quote is attached. John Forresto's company began a needs assessment free of charge to the town. This software would work for Accountant/Treasurer-Collector/Town Clerk/Water/Sewer/Trash. An RFP will go out. There will be cost savings analysis along with the needs assessment. Barbara sees this as changing the efficiencies of the job functions not eliminating of jobs. This should enable us to free up people to get other jobs done.

Glenn Trindade-

- Reports will easily be prepared
- Budgets to actuals
- Savings of time
- Bigger, better, faster reporting

- Make us a better operation
- Produce budgets for the future
- Comparing other things (ie Town clerks position)
- How we can make our departments better
- Town accountant internal audits

Trying to see if other groups (planning board) requests for software could be combined so as to save money and have all departments be with one vendor not multiple.

Q-Is \$1,395,000 actual or close?

A-Possibly less. Tried to be conservative but don't want department heads to come back because they are over budget.

Q-What was the criteria for the ranking?

A-Individual's ranked in each own way.

Q-Can you bond a fire truck over 10 years?

A-Initial ban takes 1 year off, leaves 9 more years. Melanie will work with Fiscal advisor to make sure appropriate scenario.

Melanie-Interest rates are low right now, maybe this is a really good time/reason to do more projects now. Maximizing what we can do now by borrowing and free cash.

TriCounty Regional Vocational High School

Barbara Renzoni-Superintendent

Mark Wood-Principal

Steve Dockray-Business manager

Linda Reynolds-Medway Representative

\$653,527 or 4.75% increase this year.

There is a multi page budget document and a 2 page document that explains the numbered items throughout the budget.

1. page 1 NEASC 1 year expenditure, every 10 years
2. page 3 Legal Services
3. page 3 salaries 33 academic teachers, no new this year
4. 47.5 vocational teachers, no new this year
5. 8 resource room teachers \$24,000 increase
6. substitutes-reduced by \$20,000 based on last year
7. Reduction of 1 paraprofessional
8. Professional development down \$40,000 but re-classed into prof. Development and tuition reimb.
9. Reclass from professional development
10. English books increased \$13,844 Gr. 9 & 10 sets
11. Math books down \$12,750 no new sets this year
12. Social studies, no new books
13. General supplies increased \$10,000 has been under budgeted for years
14. Instructional technology increased \$29,500 upgrade of two computer labs which are 6 years old.
15. Student Info guide-decreased by \$26,900, publish book of studies every other year.
16. Contracted transportation increase of 5% new 2 year contract
17. Reclass from service contracts increase of \$35,000

18. Building maintenance-no FY'09 projects
19. Reclass decrease by \$36,500
20. Unfunded contractual obligations-Increase \$85,000
21. Insurance increase 22%
22. Retired employee insurance increase 22%
23. Renovation projects increase \$19,687
24. Building equipment decreased \$42,000
25. Network management-re-classed to instructional technology

Last year kept under 4%, budget committee requested keep under 5%.

2008/2009 increase in enrollment to 32 students. Transportation has been included but no new teachers. Medway has 12 Freshmen attending TC in 2009.

Each town in the district (TriCounty District) votes to approve/disapprove the assessment given to each town. 91% of the assessment is non-negotiable. 2/3 of the towns (or 8 towns) need to approve the assessment or TC must readjust the assessment.

There is Ch. 70 money to TriCounty. Because of increase in enrollment, this year it is approximately \$600,000 in Ch. 70 money. This money is spread among towns to reduce the assessment.

TriCounty's other sources of income are grants, fundraising, an auction event and continuing education programs.

Cost per student \$14,000 per year.

Attached: Determination of City and Town
Assessment 2008-2009 summary sheet

Other items:

- Other department budget presentations
- 4/2 BOH, Solid Water, COA, Library
- 4/3 Assessors, Planning Board,
- 4/5 Budget Deliberations
- 4/9 CIPC

Motion to adjourn by Phyllis, second by Jan, approved by all present 9:45pm.

Respectfully submitted,

Wendy Harrington
Finance Committee Secretary