



APPROPRIATIONS COMMITTEE

MEETING MINUTES

Thursday, April 4, 2013

7:30 p.m.

Selectmen's Meeting Room

Present: Chairman, Elaine Kelly
Rick Nieber
Dan McInnis
Janice Hight
Tony Poteete

Absent: Bob D'Amico

Also present: Town Administrator John Coderre
Finance Director June Hubbard-Ward

The meeting was called to order at 7:30 p.m.

Approval of Meeting Minutes

R. Nieber moved approval of the Meeting Minutes of March 21, 2013; J. Hight seconded; approved unanimously.

Finance Department Presentation – June Hubbard-Ward, Finance Director

Overall, the Finance Department's FY2014 budget is up 3.1%, or \$21,144. Approximately \$20,000 of the increase is due to the contractual services line under the Assessor's Division. In FY2014 the Assessing Division plans to initiate a State-mandated comprehensive data collection project to physically inspect parcels of real property and conduct a conversion project for the valuation method of condominiums. There is also a minor increase in the hours of the Assistant Town Accountant from 34 hours per week to 35 hours per week.

The budget as presented does not reflect any FY2014 wage increases, which have been budgeted centrally pending settlement of collective bargaining agreements and wages for non-union personnel.

The Finance Director also distributed and reviewed a chart of the long-term debt.

Review and Vote on Town Meeting Articles

The Town Administrator presented the Annual Town Meeting Warrant for the Committee to vote on any articles that deal with an appropriation, and requires their recommendation on Town Meeting floor:

The Committee acknowledged the Joint Budget Hearing on March 25th with the Selectmen as well as their review of the FY2014 Operating and Capital Budget document. All requested information has been received and reviewed by the Committee. The Committee acknowledged the presentations and

detailed materials provided by the various departments which have been ongoing since November 15, 2012. Given those reviews, it is now appropriate for the Committee to vote its recommendations for Town Meeting.

Article 4 – Town Budget – J. Hight moved to recommend approval; R. Nieber seconded; unanimously approved.

Article 5 – Water, Sewer & Solid Waste Funds – J. Hight moved to recommend approval; R. Nieber seconded; unanimously approved.

Article 6 – Northborough K-8 School Budget – J. Hight moved to recommend approval; D. McInnis seconded; unanimously approved.

Article 7 – Northborough-Southborough Regional School District Budget – R. Nieber moved to recommend approval; J. Hight seconded; unanimously approved.

Article 8 – Assabet Valley School District Budget – J. Hight moved to recommend; D. McInnis seconded; unanimously approved.

Article 9 – Library Grants – J. Hight moved to recommend approval; R. Nieber seconded; unanimously approved.

Article 10 – Application to Selectmen for Grant Applications – J. Hight moved to recommend approval; D. McInnis seconded; unanimously approved.

Article 11 – Revolving Accounts – D. McInnis moved to recommend approval; R. Nieber seconded; unanimously approved.

Articles 12-17 – R. Nieber moved to recommend approval of the reauthorization of the revolving fund articles 12-17; J. Hight seconded; unanimously approved.

Article 18 – Transfer of Insurance Proceeds – J. Hight moved to recommend approval; D. McInnis seconded; unanimously approved.

Article 19 – Appropriations Committee Reserve Fund – R. Nieber moved to recommend approval; J. Hight seconded; unanimously approved.

Article 20 – Rescission of Debt for Capital Projects – D. McInnis moved to recommend approval; R. Nieber seconded; unanimously approved.

Article 21 – Fire Department SCBA Compressor Replacement – R. Nieber moved to recommend approval; J. Hight seconded; unanimously approved.

Article 22 – Emergency Shelter Trailer – J. Hight moved to recommend approval; R. Nieber seconded; unanimously approved.

Article 23 – Department of Public Works Loader – D. McInnis moved to recommend approval; J. Hight seconded; unanimously approved.

Article 24 – Department of Public Works Salt Shed Replacement – J. Hight moved to recommend approval; T. Poteete seconded; unanimously approved.

Article 25 – Department of Public Works Fuel Island Replacement – R. Nieber moved to recommend approval; J. Hight seconded; unanimously approved.

Article 26 – Assabet Valley Regional School District Reserve Fund for Terminated Employees – R. Nieber moved to recommend approval; T. Poteete seconded; unanimously approved.

Article 27 – Local Option Meals Excise – J. Hight moved to recommend approval; D. McInnis seconded; unanimously approved.

Article 28 – Local Option Room Occupancy Excise – J. Hight moved to recommend approval; R. Nieber seconded; unanimously approved.

Article 29 – Home Rule Petition – Insurance Proceeds from Public Safety IOD Claims – J. Hight moved to recommend approval; R. Nieber seconded; unanimously approved.

Article 30 – Home Rule Petition – Insurance Proceeds from Property Claims – D. McInnis moved to recommend approval; T. Poteete seconded; unanimously approved.

Article 31 – Home Rule Petition – Exempt Projects less than \$50,000 from Prevailing Wage Law - J. Hight moved to recommend approval; R. Nieber seconded; unanimously approved.

Article 39 – CPA – Information Signs at Park and Aqueduct – D. McInnis moved to recommend approval; T. Poteete seconded; unanimously approved.

Article 40 – CPA – Historic Resources Reserve – D. McInnis moved to recommend approval; T. Poteete seconded; unanimously approved.

Article 41 – CPA – Preservation of Town Records – D. McInnis moved to recommend approval; T. Poteete seconded; unanimously approved.

Article 42 – CPA – Deck and Ramp at Memorial Field – D. McInnis moved to recommend approval; T. Poteete seconded; unanimously approved.

Article 43 – CPA – Cost for Four Senior Apartments – D. McInnis moved to recommend approval; T. Poteete seconded; unanimously approved.

Article 44 – CPA – Conservation Fund – D. McInnis moved to recommend approval; T. Poteete seconded; unanimously approved.

Article 45 – CPA – Weed Control on Bartlett Pond – D. McInnis moved to recommend approval; T. Poteete seconded; unanimously approved.

Article 46 – CPA – Creation of New Trails and Maintenance – D. McInnis moved to recommend approval; T. Poteete seconded; unanimously approved.

Article 47 – CPA – Shade Structure at Splash Pad – D. McInnis moved to recommend approval; T. Poteete seconded; unanimously approved.

Article 48 – CPA – Debt Service for Open Space Acquisition – D. McInnis moved to recommend approval; T. Poteete seconded; unanimously approved.

Article 49 – CPA – Administration of CPA – D. McInnis moved to recommend approval; T. Poteete seconded; unanimously approved.

J. Hight left the meeting at 9:20 p.m.

Next regular meeting

No meeting is needed on April 11th or April 18th. Next meeting is April 22nd – Town Meeting.

Other Business

By consensus, the Committee agreed to remove the Q & A portion of the Committee's report since that information is readily available in the budget document itself. Elaine Kelly will draft the Committee's report as discussed.

Adjournment

R. Nieber moved to adjourn; D. McInnis seconded; motion was unanimous.

9:40 p.m. – adjourned.

Respectfully submitted,

John W. Coderre, Town Administrator

Documents used during meeting:

1. April 4, 2013 Meeting Agenda
2. March 21, 2013 Meeting Minutes
3. Finance Department Presentation
4. Annual Town Meeting Warrant Booklet
5. Assigned ATM Summary Sheet
6. Chart of Long-Term Debt

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