

**Minutes**  
**STOW FINANCE COMMITTEE**  
**March 28, 2006**  
**Town Building**

**Call to Order**

Jason Robart called the meeting to order at 7:05 pm. Present were Patricia Heron, Pamela Glauner, Charles Kern, Gary Bernklow, James Salvie, David Walrath and Elizabeth Tobey, Secretary.

Also present were guests Bill Nelson and Chief Soar.  
Chief Trefry and Rachel Belanger arrived at 7:30 pm.

**Correspondence**

- Recommended reading for Board and Committee members from the Town Clerk.
- Transfer request from Building Department.
- Invoice for Advertising for Stow Paper, for 3/17 and 3/24.
- Settlement agreement for Whispering Woods Sub Division from Town of Stow Planning Board.
- Association of Town Finance Committee Newsletter for March 2006
- Nashoba Regional School District FY07 Budget, with a copy of the letter of what the assessment is.

**Approval of Minutes**

Approval of minutes was put on hold until the next meeting

**Discussion of Fire Budget**

Chief Soar gave an overview of his budget.

- Increases include
  - Contractual 3% cost of living increase.
  - Expenses due to increase in building supplies. Moved money from postage, which is no longer used
  - MFA dues.
  - Comstar billing for Ambulance. The monies go to general fund.
- Decreases include moving EMT call wages to Department Clerk account with a change in position from part time to full time.
- Funds remaining in 06 budget should cover extra utilities cost in FY07.

There was a short discussion regarding the need for new SBCA apparatus (air pack). Chief Soar explained that all fire fighters need the air packs. It will cost \$100k to replace them al. If the grant is approved there will be a 90% match. The town will be responsible for \$10k of the total. It is not in the 07 budget. There is a need for 20 air packs that will have a 15 year life span.

Jason suggested putting the request in now instead of waiting until 07.

Chief Soar departed at 7:25 pm.

**Discussion of Police Budget**

Chief Trefry explained that the Police Department budge has an 8% increase over FY06. The revised budget has a 6.79% increase.

Chief Trefry gave an overview of his budget

- Increases include
  - Contracts are up 3%

- Officers wages have increased
- Union Contracts added,
  - 5 more days sick for 3 officers eligible
- Purchase of equipment i.e.
  - 2 portable breathalyzers at \$2,600
  - New radio for dispatch, video equipment to monitor prisoners
  - 1 cruiser (\$29-33k for 4 wheel drive SUV instead of a Crown Victoria M
  - Moving existing equipment to new vehicle \$1200 for bracket.
- Decreases include
  - ITAC has assumed all technology costs.

There was a brief discussion regarding expanding the amount of officers. Chief Trefry stated that there is no need at this time. Currently the part time officers and volunteers make up the difference.

Jim Questioned the vacation buy back. Chief Trefry stated that the officers can use their vacation time or it can be bought back for ½ of what they have accrued.

Chief Trefry and Rachel Belanger departed at 7:45 pm.

### **Discussion of Information Technology Advisory Committee**

Susan McLaughlin gave an overview of her budget

- Increase of 47%
  - Includes increase to 20 hours for Secretary changing position title to IT Coordinator.
  - Technical support contract.
  - Shift of IT expenses from other departments includes; Public safety contracts, Increase in maintenance contracts.

There was a brief discussion regarding where the increases came from and that ITAC is now handling all IT issues within the town buildings.

Susan McLaughlin departed at 8:45 pm

There was a final review of all other department budgets.

### **Discussion of Reserve Fund Transfer Requests**

#### Counsel on Aging - \$634.00

The transfer request is to replace a refrigerator for the First Parish Church that is used to store the Mealsite foods in for a more energy efficient model.

Charles Kern moved to approve the transfer from the reserve fund, \$634.00 for payment for a new refrigerator to be purchased for the church. The motion was seconded by Patricia Heron.

After a brief discussion Charles Kern rescinded his motion, due to wording on the reserve fund transfer. The COA cannot purchase a refrigerator and not expect to take it with them if they ever leave the facility. Pamela Glauner seconded the rescinding.

It was decided that the wording had to be changed in order for the Finance Committee to approve it.

#### Building Department - \$1369.00

The transfer request is to Repair the Town Building water treatment system.

Dave Walrath moved to approve the transfer from the reserve fund of \$1369.00 for payment for repairs to the Town Building water treatment system. The motion was seconded by Charles Kern.

The motion carried unanimously.

**Liaison Reports**

No reports at this time

**Review of Warrant**

There was brief discussion regarding the Salary Schedules, FY06 Actual Budget.

**Adjournment**

A motion to adjourn was made by Patricia Heron at 9:25 pm. The motion was seconded by Charles Kern.

The motion carried unanimously.

Respectfully submitted,

Elizabeth A. Tobey,  
Secretary