

**Minutes
Finance Committee
March 26, 2013
Draft**

Call to Order

Chairman Peter McManus started the discussion 7:04pm. Present were,
Members: Ann Deluty, Christopher Sarno, Bruce Walbridge and Richard Rollins
Associate: Richard Eckel, Shalini Dumka

Correspondence:

None at this time

Reserve Fund Transfer Requests:

Planning Department– Engineering/Consulting/Master Plan Account - \$1,250.00

Appraisal for 323 Great Rd property, which will be included on the Annual Town Meeting Warrant for purchase or an option to purchase for municipal use. Potential uses for the property under consideration are Fire Station/Well Site/Open space or Affordable housing/Well Site/Open Space. *See attached Form (A) for more information.

The expenditure is extraordinary and/or unforeseen for the following reasons:

*We were not aware of the potential sale of this property when preparing the FY13 budget. *See attached Form (A) for more information*

Fire Department – Call F/E/M Wages-

Pay for fire calls and training through the balance of 2013.

The expenditure is extraordinary and/or unforeseen for the following reasons:

*This is due to all the storms we have encountered, an increase in routine calls, fires in Stow and mutual aid fire calls out of town. On a positive note, a good portion will be reimbursed from FEMA/MEMA in FY14. Our ambulance billing receipts will be higher. *See attachment Form (B) for more information.*

Randall Library – Salaries and Wages-\$1,208.08

Pay for Paying the current Library Director's until the end of FY2013

The expenditure is extraordinary and/or unforeseen for the following reasons:

*The previous Library Director when creating the FY13 budget did not factor in the step increase due to the new Library Director upon her 2 year anniversary of employment with the Town of Stow (due 2/9/2013) forward until the end of FY2013. *See attachment Form (C) for more information.*

Veterans Services – Salaries and Wages-\$1556.22

Payment ,March monthly benefits for a resident. The resident has been seeking employment according to plan.

The expenditure is extraordinary and/or unforeseen for the following reasons:

*Amount exceeds the budget. VA case is still pending. *See attachment Form (D) for more information.*

Library

Melissa Fournier explained that she has;

- Changed the Children's Librarian's totals to a lower amount. The new librarian is bilingual.
- The state requirements are based on the size of the community you to spend a percentage, 19% of then municipal budgets. As the salaries go up that number goes up. The library must reach the number per year to receive certification. If not they will no longer be part of the Minuteman Network.
- Franklin lost their certification.

Melissa out at 8:30pm

Building

Craig Martin explained that he has;

- In 2012 \$109k was budgeted. He brought in \$56k in permit fees. He is proposing to increase the plumbing fitting and wire fees \$5 per 1,000 for 20 years.
- Review of payroll- There is an assistant building inspector and outside contract if help is needed. Along with training money and supplies.
- Capital items:

Boiler - A situation developed from the school district. A boiler went down at Hale School that was unanticipated, over \$10k. The town pays for anything over \$10k. The repairs were completed while the kids were out of school. The District didn't have the funds. The contractor is waiting for payment. Craig plans on taking it to Town Meeting and explaining to the residents.

Water Treatment System – The public water supply under DEP in Worcester located in the back of the Town Building has high iron and magnesium levels 8.5 to 9. It affects the water and the taste. Consultants advised \$29k to fix it. The iron is up around 11. There is a difference in how you treat. Have priority systems that DEP approves. There is a new engineer with new designs, which are the least expensive system. Need chlorine to remove the PH. The new system plan, DEP gave until Nov.2013 to get it done. DEP said it needs more than the norm because of the levels.

Town Hall Assembly Area

The Town Hall needs carpets replaced and the first floor wood floors refinished.

Town Building

Carpets cleaned in the COA copier room carpets replaced.

Craig out at 9:00pm

Review of Minutes

None at this time

Liaison Reports

None at this time

Other Business

New Associate for FinCom, Shalini Dumka appointed by David Walrath, Town Moderator

Adjournment

Discussion ended at 9:10

Respectfully,

Elizabeth A. Tobey,
Administrative Assistant

Request for Transfer from the Reserve Fund

Date: March 21, 2013

To Finance Committee, Town of Stow

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

- 1. Amount Requested: \$1,250.00
- 2. To be transferred to (name of account): *Planning Board Engineering/Consulting/ Master Plan Account*
- 3. Balance in account prior to Reserve Fund transfer:
 - \$9,130.00
 - 7,500.00 (*Committed to UMass for Gleasondale Planning*)
 - 1,630.00 (*Committed to Lower Village Planning*)
- 4. The amount requested will be used for (give specific purpose):

Appraisal for 323 Great Road Property, which will be included on the Annual Town Meeting Warrant for purchase or an option to purchase for municipal use. Potential uses for the property under consideration are Fire Station/Well Site/Open Space OR Affordable Housing/Well Site/Open Space. We are in receipt of a quote in the amount of \$2,500.00 from Avery and Associates. CPA Funds will be used for half of the cost as a portion of the land is being considered for a well and open space. Because the other half of the property could be potentially for a Fire Station and not Affordable Housing, CPC funds cannot be used to fund the entire appraisal.
- 5. This expenditure is extraordinary and/or unforeseen for the following reason:

We were not aware of the potential sale of this property when preparing the FY2013 budget. This is a unique opportunity for the town to purchase property in a prime location in the center of Town, with a real potential for either siting a Fire Station or Affordable Housing Units as well as reserving an area to locate a well to serve municipal buildings and a water source for sprinkler systems for town buildings. If it is determined that this site is feasible for a Fire Station it is anticipated that it would be a cost savings from plans to rebuild on the existing site in terms of demolition and temporary housing costs. Access to water could result in cost savings for sprinkler systems that will be required for Library, Church and Fire Department capital projects. As an alternative, the Stow Municipal Affordable Housing Trust is very interested in the property for an affordable housing development in which case purchase of the entire parcel can be funded with CPA Funds. With either scenario, a portion of the purchase price (area comprised of a well and open space) could be funded with CPA Funds.

Karen Kelleher, Planning Coordinator

Karen Kelleher
Signature of person requesting transfer

NOTE: REQUEST MUST BE MADE AND TRANSFER VOTED BEFORE ANY EXPENDITURE IN EXCESS OF APPROPRIATION IS INCURRED.

Please complete checklist:

- 1. Request Form is dated, sections 1-5 are complete, and person requesting has signed
- 2. Three copies of Reserve Fund Request form sent to Finance Committee
- 3. One copy of Reserve Fund Request form sent to Town Administrator

Action of Finance Committee

Date of Meeting: *3/26/13*

Number present and voting: *5*

Transfer voted in the sum of: \$
\$1250.00

Transfer disapproved

Chris McManus
Signature of Finance Committee Chairman

Request For Transfer From The Reserve Fund

Date: March 12, 2013

To Finance Committee, Town of Stow

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

- 1. Amount Requested: \$ 12,000
- 2. To be transferred to (name of account): Salary – Call FF/EMT Wages
- 3. Balance in account prior to Reserve Fund transfer: \$5,126.53
- 4. The amount requested will be used for (give specific purpose):

Pay for fire calls and training though the balance of 2013.

- 5. This expenditure is extraordinary and/or unforeseen for the following reason:

This is due to all the storms we have encountered, an increase in routine calls, fires in Stow and mutual aid fire calls out of town. On a positive note, a good portion will be reimbursed from FEMA/MEMA in FY 14. Our ambulance billing receipts will be higher as well.

Signature of person requesting transfer

NOTE: REQUEST MUST BE MADE AND TRANSFER VOTED BEFORE ANY EXPENDITURE IN EXCESS OF APPROPRIATION IS INCURRED.

Please complete checklist:

- 1. Request Form is dated, sections 1-5 are complete, and person requesting has signed
- 2. Three copies of Reserve Fund Request form sent to Finance Committee
- 3. One copy of Reserve Fund Request form sent to Town Administrator

Action of Finance Committee

Date of Meeting: 3/26/13

Number present and voting: 5

Transfer voted in the sum of: \$ 12,000

Transfer disapproved

Signature of Finance Committee Chairman

(c)

Request for Transfer from the Reserve Fund

Date: March 14, 2013

To Finance Committee, Town of Stow

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

- 1. Amount Requested: \$ 1,208.80
- 2. To be transferred to (name of account): Department: Randall Library (610) Salaries & Wages (50)
Library Director line for FY2013
- 3. Balance in account prior to Reserve Fund transfer: \$ 0
- 4. The amount requested will be used for (give specific purpose):
Paying the current Library Director until the end of FY 2013

5. This expenditure is extraordinary and/or unforeseen for the following reason:
The previous Library Director when creating the FY2013 budget did not factor in the step increase due to the new Library Director upon her 1 year anniversary of employment with the Town of Stow (due 2/9/2013) forward until the end of FY2013

Melissa Scudder
Signature of person requesting transfer

NOTE: REQUEST MUST BE MADE AND TRANSFER VOTED BEFORE ANY EXPENDITURE IN EXCESS OF APPROPRIATION IS INCURRED.

Please complete checklist:

- 1. Request Form is dated, sections 1-5 are complete, and person requesting has signed
- 2. Three copies of Reserve Fund Request form sent to Finance Committee
- 3. One copy of Reserve Fund Request form sent to Town Administrator

Action of Finance Committee

Date of Meeting: 3/26/13

Number present and voting: 5

Transfer voted in the sum of: \$ 1,208.80

Transfer disapproved

Ray McManus
Signature of Finance Committee Chairman

(1)

Request For Transfer From The Reserve Fund

Date: 3/26/13

To Finance Committee, Town of Stow

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount Requested: \$ 1556.22
2. To be transferred to (name of account): VETERANS SERVICES
3. Balance in account prior to Reserve Fund transfer: \$
4. The amount requested will be used for (give specific purpose):
 Payment for March Monthly benefits
 for NAME BLOCKED
 Name blocked has been seeking employment per my plan
5. This expenditure is extraordinary and/or unforeseen for the following reason:
 AMOUNT EXCEEDS BUDGET -
 VA Case still pending

Joseph C. Jasz
 Signature of person requesting transfer

NOTE: REQUEST MUST BE MADE AND TRANSFER VOTED BEFORE ANY EXPENDITURE IN EXCESS OF APPROPRIATION IS INCURRED.

Please complete checklist:

1. Request Form is dated, sections 1-5 are complete, and person requesting has signed
2. Three copies of Reserve Fund Request form sent to Finance Committee
3. One copy of Reserve Fund Request form sent to Town Administrator

Action of Finance Committee

Date of Meeting 3/26/13

Number present and voting: 5

Transfer voted in the sum of: \$ 1556.22

Transfer disapproved
[Signature]
 Signature of Finance Committee Chairman