

STURBRIDGE FINANCE COMMITTEE

Meeting Minutes

March 21, 2013

Town Hall – 7:00 p.m.

MEMBERS PRESENT: Kevin Smith (Chairman), Prescott Arndt; Arnold Wilson; Joni Light, Patricia Affenito, Laurance Morrison

MEMBERS ABSENT: Michael Serio (Vice Chairman)

OTHERS PRESENT: Mary Blanchard (BOS)

RECORDER: Melanie Rich

The meeting was called to order at 7:00 p.m.

Meeting Minutes:

Mr. Arndt made a motion to approve the Meeting Minutes of March 14, 2013 as amended; Mr. Wilson seconded. **Voted 6-0-0**

Line Item Budget

8 BROOKFIELD ROAD (page 6): Ms. Light said the cost is increased because of additional repairs for the roof and boiler. The rent went up slightly. The town is receiving approximately \$22,000/year; repairs are around \$2,300-\$2,400/year. There was talk of selling the building. It is fairly marketable, but it does flood.

Ms. Light made a motion to approve the Purchase of Services (Line Item 73) in the 8 Brookfield Road budget at \$3,000; Mr. Arndt seconded. The total budget last year was \$11,000 with a transfer of \$10,000 which was for asbestos removal. **Voted 6-0-0**

TOWN ACCOUNTANT (page 2): Salaries/Wages - The clerks' position were re-graded and rated. Clarification is needed before acting on Line Item 17.

Ms. Light made a motion to approve Department Head Salary (Line Item 16) in the Town Accountant budget at \$64,480; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Purchase of Services (Line Item 18) in the Town Accountant budget at \$300; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Supplies (Line Item 19) in the Town Accountant budget at \$825; Mr. Arndt seconded. **Voted 6-0-0**

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Ms. Light made a motion to approve Other Charges (Line Item 20) in the Town Accountant budget at \$300; Mr. Arndt seconded. **Voted 6-0-0**

BOARD OF SELECTMEN (page 1): Ms. Light made a motion to approve Board Salaries (Line Item 2) in the Board of Selectmen budget at -0-; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Salaries/Wages (Line Item 3) in the Board of Selectmen budget at \$923; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Purchase of Services (Line Item 4) in the Board of Selectmen budget at \$1,250; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Other Charges (Line Item 5) in the Board of Selectmen budget at \$2,000; Mr. Arndt seconded. **Voted 6-0-0**

CENTER OFFICE BUILDING (page 5): Ms. Light made a motion to approve Purchase of Services (Line Item 64) in the Center Office Building budget at \$31,900; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Supplies (Line Item 65) in the Center Office Building budget at \$1,000; Mr. Arndt seconded. **Voted 6-0-0**

CENTRAL PURCHASING (page 14): Ms. Light made a motion to approve Telephone (Line Item 184) in the Central Purchasing budget at \$22,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Postage (Line Item 185) in the Central Purchasing budget at \$21,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Gasoline (Line Item 186) in the Central Purchasing budget at \$175,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Water/Sewer (Line Item 187) in the Central Purchasing budget at \$8,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Town Building Cleaning (Line Item 188) in the Central Purchasing budget at \$45,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Copiers (Line Item 189) in the Central Purchasing budget at \$6,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Slate Roof Maintenance Plan (Line Item 190) in the Central Purchasing budget at \$45,000; Mr. Arndt seconded. **Voted 6-0-0**

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DEBT SERVICE PRINCIPAL (page 13): Ms. Light made a motion to approve Burgess Elementary Project (Line Item 157) in the Debt Service Principal budget at \$785,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Dump Truck/Loader (Line Item 158) in the Debt Service Principal budget at -0-; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Burgess Schematic (Line Item 159) in the Debt Service Principal budget at \$40,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Dump Truck (Line Item 160) in the Debt Service Principal budget at \$20,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Pumper Truck (Line Item 161) in the Debt Service Principal budget at \$50,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Town Hall (Line Item 162) in the Debt Service Principal budget at \$175,000; Mr. Arndt seconded. **Voted 6-0-0**

DEBT SERVICE INTEREST (page 13): Ms. Light made a motion to approve Short-Term Interest (Line Item 163) in the Debt Service Interest budget at \$75,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Dump Truck/Loader (Line Item 164) in the Debt Service Interest budget at -0-; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Burgess Schematic (Line Item 165) in the Debt Service Interest budget at \$2,900; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Dump Truck (Line Item 166) in the Debt Service Interest budget at \$300; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Burgess Elementary School (Line Item 167) in the Debt Service Interest budget at \$458,077; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Pumper Truck (Line Item 168) in the Debt Service Interest budget at \$2,500; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Town Hall (Line Item 169) in the Debt Service Interest budget at \$103,993; Mr. Arndt seconded. **Voted 6-0-0**

ELECTIONS & REGISTRATIONS (page 4): Ms. Light said she had more information about what the wages cover but it was vague and it did go down. Ms. Light asked the Town Finance Director if she could use the fleet vehicle to eliminate the \$125 truck rental cost, but was told she needed it because they have locks.

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Ms. Light made a motion to approve Board Salaries (Line Item 42) in the Elections & Registration budget at \$300; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Salaries/Wages (Line Item 43) in the Elections & Registration budget at \$4,500; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Purchase of Services (Line Item 44) in the Elections & Registration budget at \$10,300; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Supplies (Line Item 45) in the Elections & Registration budget at \$1,200; Mr. Arndt seconded. **Voted 6-0-0**

FINANCE DIRECTOR (page 3): Ms. Light said additional hours were requested and will go with the Town Administrator's recommendation. Ms. Light made a motion to approve Department Head Salary (Line Item 27) in the Finance Director budget at \$87,412; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Salaries/Wages (Line Item 28) in the Finance Director budget at \$99,033; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Purchase of Services (Line Item 29) in the Finance Director budget at \$6,650; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Supplies (Line Item 30) in the Finance Director budget at \$7,250; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Other Charges (Line Item 31) in the Finance Director budget at \$1,575; Mr. Arndt seconded. **Voted 6-0-0**

TOWN MODERATOR (page 1): Ms. Light made a motion to approve Salary/Wages (Line Item 1) in the Town Moderator budget at -0-; Mr. Arndt seconded. **Voted 6-0-0**

TOWN ADMINISTRATOR (page 1): Ms. Light made a motion to approve Purchase of Services (Line Item 9) in the Town Administrator budget at \$4,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Supplies (Line Item 10) in the Town Administrator budget at \$2,700; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Other Charges (Line Item 11) in the Town Administrator budget at \$2,000; Mr. Arndt seconded. **Voted 6-0-0**

The Matching Grant Funds was discussed. Ms. Light said it was high and does not feel comfortable with the \$10,000 amount. She understands they like to have the funds so when people ask for grants, it is there, but feels if the Town Administrator needs it he can ask for a transfer. Last year the Fire Department used the prior two fiscal years Matching Grant Funds

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(FY12 & FY13) for one single grant (\$4,400). Ms. Light suggested \$2,500 and made a motion to change Line Item 12 to \$2,500. After further discussion, Ms. Light revised the motion to change Line Item 12 in the Town Administrator budget to \$5,000; Mr. Arndt seconded. Mr. Morrison said every year is different, not a photocopy and it should either be \$10,000 or zero. Ms. Light said the Town Administrator does need to have some money there before he can go forward with grants. Mr. Smith said there is no explanation given. **Voted 4-2-0**

Ms. Light made a motion to approve Salaries/Wages (Line Item 7) in the Town Administrator budget at \$40,374; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Department Head Salary (Line Item 6) in the Town Administrator budget at \$111,931; Mr. Morrison seconded. Mr. Arndt asked Mary Blanchard how the Town Administrator was rated last year. She said it was good, and all but one Selectman signed for it. Mr. Wilson asked if the committee should think about freezing salaries over \$100,000. Mr. Smith said the Town Administrator works for the Board of Selectmen, but interacts with other committees. **Voted 5-0-1**

It was agreed to hold off on the Merit Based Incentives line item until a later date.

TOWN CLERK (page 3): Ms. Light said in talking with the Town Administrator, he said all budget requests are to go through him, and Ms. Light understands that the Town Clerk is an elected official, but said she should be submitting a budget and does not. Ms. Light further said she does not understand that if the Town Clerk feels so strongly about the Assistant Town Clerk position, why she doesn't talk to Mr. Suhoski and Ms. Barry about it. Ms. Light does not have much support on her request. She is looking for comments, and said she is not in favor of Town Clerk's request to upgrade the position and give that person a significant amount of money. The Wages for Line Item 9 are 2.9%.

Ms. Light made a motion to approve Salary/Wages (Line Item 38) in the Town Clerk budget at \$32,759; Mr. Arndt seconded. After more discussion, it was determined that the 2.9% is the result of 52 weeks plus .2. The correct amount to be approved in the Salaries/Wages (Line Item 38) in the Town Clerk budget is \$32,886. **Voted 6-0-0**

Ms. Light made a motion to approve Department Head Salary (Line Item 37) in the Town Clerk budget at \$64,119; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Purchase of Services (Line Item 39) in the Town Clerk budget at \$680; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Supplies (Line Item 40) in the Town Clerk budget at \$1,400; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Other Charges (Line Item 41) in the Town Clerk budget at \$2,400; Mr. Arndt seconded. **Voted 6-0-0**

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TOWN COUNSEL (page 3): Ms. Light made a motion to approve Purchase of Services (Line Item 32) in the Town Counsel budget at \$80,000; Mr. Arndt seconded. **Voted 6-0-0**

TOWN HALL (page 5): Ms. Light made a motion to approve Purchase of Services (Line Item 62) in the Town Hall budget at \$36,575; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Supplies (Line Item 63) in the Town Hall budget at \$2,000; Mr. Arndt seconded. **Voted 6-0-0**

UNCLASSIFIED (page 14): The Insurance Blanket will be acted upon at a later date. Ms. Light said that last year the Town Administrator asked for the Discretionary Funds, but it was not approved. It is not known what it is specifically for. Mr. Smith does not like the gray area and that there is no definition as to what it will be spent on. Ms. Affenito asked if expenditures have to be signed off. Ms. Blanchard said no.

Mr. Wilson made a motion to remove Administrator's Discretionary Account (Line Item 183) in the Unclassified budget to zero; Ms. Light seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Group Insurance (Line Item 170) in the Unclassified budget at 1,400,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Unemployment (Line Item 171) in the Unclassified budget at 25,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Worcester Retirement System (Line Item 172) in the Unclassified budget at 839,529; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Medicare Tax (Line Item 173) in the Unclassified budget at 180,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Street Lights (Line Item 174) in the Unclassified budget at 52,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Town Audit (Line Item 175) in the Unclassified budget at 25,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve School Audit (Line Item 176) in the Unclassified budget at -0-; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve OPEB Study (Line Item 177) in the Unclassified budget at 7,500; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Legal Fees (Line Item 178) in the Unclassified budget at 30,000; Mr. Arndt seconded. **Voted 6-0-0**

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Ms. Light made a motion to approve Tax Title (Line Item 179) in the Unclassified budget at 20,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Town Report (Line Item 180) in the Unclassified budget at 3,000; Mr. Arndt seconded. **Voted 6-0-0**

Ms. Light made a motion to approve Reserve Fund (Line Item 182) in the Unclassified budget at 132,000; Mr. Arndt seconded. **Voted 6-0-0**

Old Business

Ms. Light will check with the Finance Director regarding IT for an explanation as to what was moved this year and what will be moved next year.

New Business

Reserve Fund Transfer for the Nursery School – Ms. Affenito made a motion to approve \$3,556.02 from the Reserve Fund to the Nursery School Purchase of Services account; Mr. Wilson seconded. **Voted 6-0-0**

Reserve Fund Transfer for the Library Building – Ms. Light made a motion to approve \$649.92 from the Reserve Fund to the John Hyde Library Building Supplies account; Mr. Wilson seconded. **Voted 6-0-0**

Mr. Smith discussed the possibility of having an incentive program for department heads to introduce savings instead of always asking for more money. Mr. Morrison would be in favor of that but said it would have to be implemented carefully. In a prior Report of the Finance Committee, there was discussion of developing a Sturbridge Enterprise Fund to fund incentives for cost savings measures suggested by employees or Townspeople. Mr. Smith will review the prior Reports and see if the article can be updated and republished.

Mr. Wilson said that as of today, betterment is not funding a cruiser. Mr. Smith will check the capital status on Wednesday. Mr. Wilson said betterment is not completed yet because some information is still coming in beyond the deadline.

Mr. Smith said that STA will be put into next year's budget to beautify town owned properties. Betterment is detailed, STA is not. Mr. Smith the STA is working on developing definitions for their warrant article.

Meeting Schedule – Tuesday's meeting (March 26) is cancelled. There will be a meeting Wednesday, March 27, at Tantasqua beginning at 6:00 p.m.

Ms. Light made a motion to adjourn; Mr. Wilson seconded. The meeting was adjourned at 8:51 p.m.