

**Finance Committee
Meeting Minutes ~ June 6, 2016
Tantasqua Regional High School (Cafeteria) ~ Sturbridge, MA**

Call to order:

The chair called the meeting to order at 6:30pm with the following committee members present: Chair, Kathleen Neal (KN), Kevin Smith (KS), Laurance Morrison (LM), Michael Serio (MS), James Waddick (JW), and Suzanne Smiley (SS). Joni Light (JL) arrived at 6:45pm.
Guests: Barbara Barry, Finance Director, and Jean Bubon, Town Planner

Reserve Fund Transfers / Budget Consideration

BB stated that the threshold for exempt employees has changed, and that if the salary doesn't increase above the threshold the town will be responsible for paying overtime.

KS moved the motion to reconsider Conservation Commission Department Head Salary, Account Number 11711-51120, LM seconds; motion to reconsider passes 6-0-0.

LM moved the motion to increase Conservation Commission Department Head Salary Account Number 11711-51120 to \$50,456.00, KS seconds; motion passes 6-0-0.

BB stated that in the Joshua Hyde Library Operations Salaries and Wages Account Number 16301-51130, an increase of \$5,129.00 is necessary due to the retirement of Jan Bickerstaff after 30 years of service.

KS moved the motion to reconsider Joshua Hyde Library Operations Salaries and Wages Account Number 16301-51130 LM seconds; motion to reconsider passes 6-0-0.

LM moved the motion to approve the Joshua Hyde Library Operations Salaries and Wages Account Number 16301-51130 at the new amount of \$271,105.00, JW seconds; motion passes 6-0-0.

Reserve Fund Transfers

Reserve Fund Transfers were reviewed. The Town Planner Salaries and Wages account required additional funds to cover additional hours for the administrative assistant. The Finance Committee Purchase of Service required additional funds due to additional pages in the Finance Committee Report.

KS moved the motion to approve the Town Planner Salaries and Wages Account Number 11751-51130 at the new amount of \$38,216.00, JW seconds; motion passes 6-0-0.

JW moved the motion to approve the Finance Committee Purchase of Services Account Number 11312-52000 in the amount of \$4,374.00, LM seconds; motion passes 6-0-0.

BB stated that Purchase of Services for the Public Safety Account needed to increase \$2,000.00 due to a malfunction in the electricity billing system. They did not received National Grid bills for three months and didn't realize it. The Town Accountant, Chris Geraghty, called National Grid and they are not sure why the town was not receiving them. National Grid apparently did not catch the delay in

billing as they do not review details until June when they review percentages. A bill was not being generated.

KS moved the motion to approve Safety Complex – Purchase of Services Account Number 11972-52000 in the amount of \$98,415.00, LM seconds; motion passes 6-0-0.

BB stated that there is a request for \$3,500.00 for Information Technology Purchase of Services Account Number 11552-52000 as Tantasqua went over budget during the month of June.

KS moved the motion to approve the transfer of \$3,500.00 into Information Technology Purchase of Services Account Number 11552-52000, LM seconds; motion passes 6-0-0.

BB stated that another transfer for \$22,000.00 for the Center Office Building includes the amount of \$8,000.00 for HVAC repairs which occurred in May. As of June 1 the AC still was not functioning. The Town Administrator wants to do an analysis of the system after July 1. The HVAC system has turned out to be a lemon item, and in the Center Office Building there is no warranty. BB has been told that they have the bottom scale of what should be installed. The company doing the repairs is suggesting a replacement.

KS asked if they plan to encumber funds for next year. BB responded no, that they are hoping this will be enough. Updating fire panels (\$1,400.00) in programming is included in this figure.

KS moved the motion to approve the transfer of \$22,000.00 into the Center Office Building Purchase of Services Account Number 11942-52000, LM seconds; motion passes 6-0-0.

BB stated that this transfer of \$3,600.00 into the Fire Department Supplies Account Number 12202-54000 was due to the increased cost of medications. Call volume for ambulatory services has also increased and supplies were used more quickly. At the beginning of the budget review it was not adjusted as it did not seem justified to do so. The fire chief bought a cabinet to hold the medications which cost \$650.00 with no budgeted appropriation. KS asked if it was for a secured cabinet for opioid medications. BB was not sure, but thought that they may have needed to buy more because of shelf life.

KS moved the motion to approve the transfer of \$3,600.00 to the Fire Department Supplies Account Number 12202-54000, LM seconds; motion passes 6-0-0.

BB stated that the Zoning Board suggested that the Finance Committee provide a substitute motion on town floor to recommend Article 35 – Amendment to the Zoning Bylaws as written. KS still wanted to speak about the language “live entertainment”. BB stated that live entertainment would allow adult live entertainment, such as exotic dancing establishments. KS responded that those types of establishments are already allowed anywhere in town.

KS asked if the bylaw allows for a music hall. JB answered that “place of assembly” allows for it, and that the Board of Selectmen (BOS) issues entertainment licenses. SS stated that it is a hassle to go through the BOS. KS stated that the second floor of the Blackington Building would allow for live performances. LM asked if the town has permissive or restrictive bylaws. KN answered that they are restrictive. JB added that the topic of bylaws and live entertainment permission warrants a larger discussion. The Planning Board doesn't wish to have the language in the zoning bylaw changed without

more discussion. KS asked for a type of assurance of such a discussion. JB answered that he or anyone wishing to discuss it should send her an email.

LM moved the motion to adjourn at 6:49pm, JW seconds; motion passes 7-0-0.