

# Townsend Finance Committee

272 Main Street  
Townsend Ma., 01469

Don Klein, Chairman  
Sam Grant, Member

Gini King, Vice Chairman  
Nancy Rapoza, Member

Andrea Wood, Clerk  
Mary Letourneau, Member

## Agenda/Minutes March 17, 2016 Meeting Room 2 6:00 P.M.



### I. Preliminaries:

1. Call the Meeting to Order - Don called the meeting to order at 6:08 P.M. in meeting room 2, Memorial Hall
2. Roll Call - Mary Letourneau, Nancy Rapoza, Gini King, Sam Grant, Don Klein and Andrea Wood were present. Guests were Linda Johansen, Roger Rapoza and Alexandretta Grant
3. Chairman's Additions or Deletions - Follow up on Snow and Ice.

### II. Meeting Business:

1. Reserve Fund Transfer Request from the Veteran's Agent - The Veteran's Agent did not submit a Reserve Fund Transfer Request
2. Review the Budget letters and the draft Budget spread sheet - The first review of the Budget spread sheet was done and points were noted.
  - A. Everyone got a 2.5% raise, but Union and stipend employees should be level funded until the Contracts are negotiated and the Selectmen vote to grant a raise to the stipend employees.
  - B. Selectmen's support staff - increase in hours
  - C. Reserve Fund - Should the Reserve Fund be increased? This discussion was brought on by the present situation with the Veteran's Agent. After discussion it was decided to leave the Reserve Fund as is and try to fund the accounts in trouble adequately.
  - D. Accountant - hours increased to 37 and support staff hours increased to 14 (increase in benefits for accountant)
  - E. Assessors - Principal Assessor new Union employee
  - F. MIS - may change to an in house position
  - G. Town Clerk elections - large increase
  - H. Town Clerk street listing - It was asked what this line item covers and what the small increase covers?
  - I. Conservation Commission - Agent (changes to the position)
  - J. Planning Board - Support staff - consolidate Land Use positions

- K. ZBA - Support staff - consolidate Land Use positions
- L. Land Use - Shared position - Consolidate position
- M. Facilities Maintenance - Increase in hours and new union position
- N. Police Department - Change pending in support staff, new Union Contract, office supplies increase, other charges (training) large increase. Information - The Resource Officer will come out of the budget and will be paid by the school, only one (1) vehicle bought yearly
- O. Fire Department - ALS shifts increased to 24 hours, training increase, new Union Contract, on call stipend \$1.00 per hour per shift
- P. Communications - Staff changes, replace IT person.
- Q. Highway - support staff increases, longevity increase (too great), Repair and Maintain Equipment large increase, Public Works Supplies large increase, new Union Contract
- R. Snow and Ice - A systematic approach should be taken in increasing this budget.
- S. Solid Waste (curbside pick up) - Contract is dependent on the use of "toters," more information to follow.
- T. Library - increase in hours, increase in Other Purchased Services

3. Mail - None

4. Minutes

A. March 10, 2016 - Gini moved to approve the minutes from March 10, 2016, seconded by Nancy, the vote was unanimous in favor of the motion.

**III. Adjournment** - Don suggested that we not meet next week because he has a previous commitment and because the new Police Chief is being sworn in at 7:00 P.M. with a "meet and greet" afterward. Andrea asked if she could post a meeting for 6:45 P.M. to review the Reserve Fund Transfer Request if it is submitted, then everyone can go upstairs to the swearing in. The next Budget review meeting will be March 31, 2016 at 6:00 P.M. in meeting room 2. We will meet with the interim Police Chief and review the Water Department Budget. Don will contact the Police Chief. Gini moved to adjourn the meeting at 8:30 P.M., seconded by Nancy, the vote was unanimous in favor of the motion.