

Townsend Finance Committee

272 Main Street  
Townsend, Ma., 01469



Agenda/Minutes

March 21, 2017

Selectmen's Chambers, 6:00P.M. and the Lunch Room 7:00P.M.

Budget Hearings 6:00P.M. in the Selectmen's Chambers

Recess to reconvene at 7:00 P.M. in Lunch Room

I. Preliminaries:

- 1.1 Call to Order - Lynn called the meeting to order at 7:34P.M. in the Lunch Room at Memorial Hill
- 1.2 Roll Call - Sam Grant, Tom Whittier, Mark Hussey, Jerrilyn Bozicas, Lynn Pinkerton and Andrea Wood were present
- 1.3 Additions or Deletions
- 1.4 Minutes Tom moved to accept the Minutes from March 16, 2017 as submitted, seconded by Jerrilyn, the vote was unanimous in favor of the motion

II. Meeting Business:

- 2.1 Budget review - The questions that were raised last week were answered and discussed (see attached). It was decided that several of the Budgets reviewed tonight with the Selectmen need greater explanation, the Police Department, the Fire Department and the Council on Aging will be contacted for appointments to discuss their Budget. The Library will be asked for a level funded Budget.
- 2.2 Recommendation Sheet Review and Finalization - There is still missing information so the Recommendation sheet could not be finalized.
- 2.3 Review of Dollar amounts on the STM Warrant - Three (3) of the missing sums were available, but we are still missing two (2), the amounts for Article 5 and 9 (see attached).
- 2.4 Mail  
Snow and Ice Report (email)

III. Adjournment - Mark moved to adjourn at 8:36P.M., seconded by Sam, the vote was unanimous in favor of the motion.

## Budget Questions - Attachment A.

### Town Clerk's Budgets

#### Elections

1. Is election line item enough - Yes, only one election
2. Stipend - Longevity (it was noted as a stipend on the format)
3. Travel - To pay the Constables for posting the Warrants
4. Equipment and Maintenance - voting machines and tabulators

#### Town Clerk

1. Stipend - Longevity
2. Professional Services - Up dates on data base that tracks Boards and Committees and General Code on line management

### Tax Collector/Treasurer

1. Other Charges and Other Services - Tax Title
2. Professional Services - excise tax bills, Harper payroll, Lockbox, Postage (for all Departments)

### Building Inspector

1. Electric, Plumbing and Gas Inspectors (not in budget, have their own)
2. Office Supplies - new Code Books

### Assessors

1. Professional Services - Map changes (MRPC), Vadar, Patriots (computer updates), ESRI (land records), and classes
2. Data Verification - The four (4) year now five (5) year cycle to set real estate values.

### Accountant

1. Professional Services - Training and Vadar training
- \* Part of the increase in cost of the audit has to do with an actuarial study that is required by the State every two years

### Highway

1. Wages for Fleet Mechanic (see attached)

### Library

1. Need Level Funded Budget
2. New Person figured into FY18 budget

**Subject:** RE: Highway Department Budget  
**From:** "Ed Kukkula" <ekukkula@townsend.ma.us>  
**Date:** 3/17/2017 11:29 AM  
**To:** "Andrea Wood" <andrea\_wood1@verizon.net>

Andrea,

The mechanic was offered a "better" paying job and was going to leave. I spoke with the Town Administrator and my Selectperson rep. about it and asked if there was anything that could be done to keep him. He is extremely good at what he does and I did not want to lose him. I was asked to check other communities, which I did, and found that the average salary was about \$26.00 for a similar position. I asked if we could offer him \$27.00 to see if he would stay, (he was offered \$30.00 at the other job) and Jim said that if I could find it in my budget then he had no problem with it. I did have the money so the raise was offered to him. He accepted. We did have to go through the union too to see if they would have any objection and they came back saying they did not. An agreement was written up between the town and the union and it was signed by both parties.

-----Original Message-----

From: Andrea Wood [[mailto:andrea\\_wood1@verizon.net](mailto:andrea_wood1@verizon.net)]  
Sent: Friday, March 17, 2017 10:30 AM  
To: Ed Kukkula <[ekukkula@townsend.ma.us](mailto:ekukkula@townsend.ma.us)>  
Subject: Highway Department Budget

Hi Ed,

The Finance Committee reviewed your budget last night and they wondered why the Mechanic had such a large increase in his salary line item. They also wondered if he is Union personnel?

Thanks for the answers,  
Andrea

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This email has been checked for viruses by Avast antivirus software.  
<https://www.avast.com/antivirus>

## STM Recommendations - Attachment B.

1. This Article authorizes two (2) Revolving Funds - discussion regarding the workings of a Revolving Fund and the two (2) Departments involved. Mark moved to Recommend Article 1, seconded by Jerrilyn, the vote was unanimous in favor of the motion.
2. This Article is a supplementation to the Unemployment Insurance budget line item - this is an obligation and will be used to pay the unemployment insurance for two (2) individuals who are no longer Town employees. Jerrilyn moved to Recommend Article 2 for \$24,000.00 to supplement the Unemployment Insurance line item, seconded by Mark, the vote was unanimous in favor of the motion.
3. This Article is to supplement the Accountants budget to pay for help received in the balancing of the books, correcting errors and closing the books for FY16. No vote was taken because no amount was available.
4. This Article is to supplement the cost of the Annual Audit, we budgeted according to what they charged in the past, but they have raised their fee. No vote was taken because the amount was unavailable.
5. This Article 5 this Article is to compensate two (2) Town employees for their financial loss due to the former Tax Collector/Treasurer's handling of their retirement withholdings. No vote was taken because an amount was unavailable.
6. This Article is to replenish the Reserve Fund - no vote was taken because no amount was available.
7. This Article moves funds from the General Fund to the Conservation Land Fund - Mark moved to Recommend the transfer of \$21,000.00 from the General Fund to the Conservation Land Fund, seconded by Jerrilyn, the vote was unanimous in favor of the motion.
8. This Article transfers \$19,132.00 from the General Fund to the newly established Timber Rights Revolving Acct. (Article 1). Mark moved to Recommend Article 8 to transfer \$19,132.00 from the General Fund to the Timber Rights Revolving Acct., seconded by Jerrilyn, the vote was unanimous in favor of the motion.
9. This Article is to fund the Capital Stabilization Fund - no vote was taken because no amount was available.

### Available Amounts and the vote to recommend/not recommend

Article 3. To supplement the Accountant's Budget, \$16,690.00, Mark moved to Recommend Article 3, seconded by Jerrilyn, the vote was unanimous in favor of the motion

Article 4. To supplement the cost of the Audit, \$5,600.00, Jerrilyn moved to Recommend Article 4, seconded by Sam, the vote was unanimous in favor of the motion.

Article 6. To reimburse the Reserve Fund, \$18,500.00, Andrea moved to Recommend Article 6, seconded by Mark, the vote was unanimous in favor of the motion.