

Board of Selectmen

Town of Upton



Massachusetts

Meeting Minutes of April 11, 2012

Location: Fire & EMS Headquarters, 20 Church Street – 2nd Floor Training Room.

Present: Selectman Kenneth E. Picard, Selectman James A. Brochu, Town Manager, Blythe C. Robinson

The meeting was called to order at 7:15 PM.

The Selectmen joined the Finance Committee at their regularly scheduled meeting to discuss the FY 12/13 budget. First the Finance Committee invited Library Board Chairman John Robertson to address the Committee regarding the pay rate of the new Children’s Librarian, and the overall amount of the budget relative to State certification of the Library. Mr. Robertson told the Boards that the Trustees wanted to add funds to the budget to be able to give the new hire a 50 cent/hour raise after the probation period was completed, that 14 months was too long to expect the employee to wait for a raise (to July, 2013). Selectmen Brochu told the group that he understood the issue, but thought it was unfair to give a raise to one employee when there are several others in this situation, and it appears that all employees will not see a pay raise this July. The Finance Committee told Mr. Robertson that this request was not something within the Committee’s purview, which it really should be brought before the Personnel Board.

With regard to state certification, the Selectmen and the Finance Committee agreed that the budget should be modified so as to not put this in jeopardy. Matthew Bachtold, Library Director gave an overview of the budget situation, and reminded the Boards of the Library’s request to keep the fees derived from passport applications. The purpose of this will be to fund new computers for the Library. Selectmen Picard reminded all that the intent of the Technology Expense account was to pay for all computers, internet and services town-wide, that are not specific to a department’s operation. Ms. Robinson confirmed that this is still the intent, that the budget was sufficient to replace Library computers on a six-year schedule. The Selectmen and Finance Committee discussed this further and decided to add \$3,000 to the Library materials budget, replace computers out of the technology budget, and revert to the original language of the revolving fund article for the Library, so that passport fee revenue will remain in the general fund. These changes in the general fund budget resulted in a favorable budget by about \$2,400.

Personnel Board Chair Mike Goodwin addressed both the boards and gave them an overview of the board’s action on cost of living adjustments this year and the reasons why some salaries had been modified for next year.

45 The Selectmen and Finance Committee then turned their attention to the funding of the warrant
46 articles. The Selectmen gave the FinComm an overview of their reasoning behind using most of
47 the remaining Free Cash balance to fund some of the warrant articles for next year. The Finance
48 Committee discussed this, with some members believing that we should use a relevant
49 stabilization fund for these purchases, and others agreeing with the Selectmen's approach.
50 Concern was raised about using a stabilization fund, and then letting the remaining free cash
51 (about \$100,000) roll over to next year. If that happens it takes several months for the DOR to
52 certify a new balance, and those funds are not available to the Town for other uses/needs that
53 may come up. After debate back and forth the Boards agreed to fund the articles as presented by
54 the Selectmen with two exceptions. The article to fund the next pay and classification review by
55 the Personnel Board will be by raise and appropriate. The article for the shortfall in the
56 wastewater enterprise fund will be funded from two sources, the wastewater and general
57 stabilization funds.

58 **Motion # 1:** At 9:15 pm Motion was made by Selectman Picard to adjourn the meeting.
59 Unanimous: Selectman Brochu.

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61 Respectfully submitted,
62 Blythe Robinson, Town Manager
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