

Members Present: Jo Lown, Chair, F. Robert Brown, Bill Linnane, Brigitte Casemyr, Judy Lucas, Ian Johnson (7:30 p.m.), Michael Meachen, Kevin Cronin. Absent: John Arnold.

At 7:00 p.m. Ms. Lown called the meeting to order in the Selectmen's Meeting Room.

### **Call to Order/Open Forum**

There were no requests to address the Committee.

### **FY2011 Budget/Financial Update: Town Manager/Assistant Town Manager**

#### **Insurance Budget**

Maryanne Bilodeau, Assistant Town Manager, appeared before the Committee to present her budget request for FY11. The overall Insurance budget has been reduced by \$216,575. The Other Professional Services line has been increased by \$10,000 because of overages in past years due to deductibles and other fees. Also included is \$5,500 for the Flexible Spending Account Plan. The Medical line has been reduced by \$176,575, to \$7,876,168. All the final numbers are in. The dental and flexible spending are still being done but they do not affect this budget. The Committee thanked Ms. Bilodeau for her efforts.

#### **Financial Updates**

Jim Malloy, Town Manager, appeared before the Committee to present this update. The main change is the bottom line, showing we are \$328,800 below our Proposition 2 ½ levy limit. Under Fixed Costs, total Insurance costs in FY 2010 were \$10,597,631, down to \$9,634,386 for FY11, a reduction of 9.1%. Though for the past several years the Town has used free cash to balance its budget—in the amount of \$1 million a year—this year that amount is only \$500,000. Mr. Malloy felt that overall the budget looked very good.

### **ATM Warrant Discussion with Town Manager**

#### **Articles, Motions, Town Manager Statements**

Jim Malloy, Town Manager, appeared before the Committee to discuss the ATM Warrant. Mr. Malloy took some time to respond to Mr. Arnold's comments regarding the Personnel Board article. Joe Harrington, Town Moderator, had told Mr. Malloy that either the Board of Selectmen, or the Town Manager, should make appointments. Therefore, initially the Board of Selectmen, or the Board of Selectmen/Town Manager, was designated as the appointment-making authority. However, the Personnel Board requested that the final wording be, "Town Manager's appointment with confirmation by the Board of Selectmen". Regarding the Town's wage and salary classification plan, Mr. Malloy felt that the additional wording resulted in unforeseen limitations which would not be helpful to the process, and noted that it is not always helpful or possible to do comparisons. Mr. Malloy had had specific discussions with the Personnel Board regarding new hires, and pointed out the difficulty of hiring someone with 20 years experience at the minimum starting wage. Mr. Malloy noted that if Town Meeting appropriated sufficient funds, the Personnel Board's approval should not be required, and the Personnel Board agreed.

Mr. Malloy pointed out that school employees and the Superintendent are under the School Committee by state law—therefore no further distinction needs to be made. He also felt the wording about each job description being a public document was unnecessary because job descriptions are already public record by law. Ms. Lown pointed out the distinction between publicly available documents (in the library, for instance) and those accessible under public records law (which require a formal written request, and incur charges for copying). Mr. Malloy concluded that the clear and concise wording of the bylaw was aimed

Westborough Advisory Finance Committee minutes  
April 26, 2010

at enabling the Personnel Board to provide a useful service to the Town, and that the Personnel Board had voted unanimously (4-0-1) to support the bylaw as written.

There are still several articles without summaries—Mr. Malloy will have those to the Committee this week. He also agreed to provide an explanation of insurance for Town Meeting, and to send the Committee a copy of the Capital Plan. He will be presenting the following articles at Town Meeting: Article 13, on the Consolidation of Administrative functions; Article 16, Meals Tax, which the Selectmen discuss tomorrow night; Article 17, the disposition of the Nathan Fisher House; Article 18, the rezoning of the Nathan Fisher House property (the reference to something being “on view” is in error and the Committee recommended it be struck). Mr. Malloy agreed to make sure the Planning Board and the Zoning Board were in agreement on this article.

The Committee commended Jim Malloy for the order he has brought to the town.

**Approval of Minutes – Meeting No. 23, April 5, 2010**

Mr. Linnane moved to accept the minutes as amended. The vote to approve the minutes was unanimous, 8 in favor, with 8 being present.

**Approval of Minutes – Meeting No. 24, April 8, 2010**

Mr. Johnson moved to accept the minutes as amended. The vote to approve the minutes was unanimous, 8 in favor, with 8 being present.

**Approval of Minutes – Meeting No. 25, April 12, 2010**

Deferred to the next meeting.

**Approval of Minutes – Meeting No. 26, April 15, 2010**

Deferred to the next meeting.

**ATM Warrant Articles – AFC Deliberation/Voting**

**Article 2. Proposition 2 ½**

Mr. Johnson moved to recommend the town so vote. Vote to approve the article recommendation is unanimous, 8 in favor with 8 being present.

**Article 3. Town Reports**

Mr. Johnson moved to recommend the town vote to receive the reports of the various officers and committees and that the report of the Advisory Finance Committee be acted upon item by item under the various articles of the warrant. Vote to approve the article recommendation is unanimous, 8 in favor with 8 being present.

**Article 4. Prior Year's Bills**

Mr. Johnson moved to recommend the town vote to transfer the sum of \$70.80 from free cash and transfer the sum of \$23,025.23 from Water retained earnings for the purpose of this article. Vote to approve the article recommendation is unanimous, 8 in favor with 8 being present.

**Article 7. Regularly Recurring Articles**

**7-A. (Fire Department)** Mr. Johnson moved to recommend the town so vote. Vote to approve the article recommendation is unanimous, 8 in favor with 8 being present.

**7-B. (Youth & Family Services)** Mr. Johnson moved to recommend the town so vote. Vote to approve the article recommendation is unanimous, 8 in favor with 8 being present.

**7-C. (Board of Assessors)** Mr. Johnson moved to recommend the town so vote. Vote to approve the article recommendation is unanimous, 8 in favor with 8 being present.

**7-D. (Finance Committee)** To raise and appropriate through taxation the sum of \$300,000 for the Finance Committee General Reserve Fund, transfer \$50,000 from Water retained earnings for the Water Enterprise Reserve Fund, transfer \$50,000 from Sewer retained earnings for the Sewer Enterprise Reserve Fund, and transfer \$20,000 from Country Club retained earnings for the Country Club Enterprise Reserve Fund, to provide funding for unforeseen expenses during the year. Mr. Johnson moved to recommend the town so vote. Vote to approve the article recommendation is unanimous, 8 in favor with 8 being present.

**7-E. (Recreation Department)** For the annual July 4<sup>th</sup> celebration. Mr. Johnson moved to recommend the town vote to raise and appropriate the sum of \$2,500 for the purpose of this article. Vote to approve the article recommendation is unanimous, 8 in favor with 8 being present.

**7-F. (Board of Health)** The Annual Household Hazardous Waste Collection Day. Ms. Casemyr felt there were other means for the townspeople to dispose of their hazardous waste. Mr. Cronin pointed out that the collection was well-attended. Ms. Lown noted that the collection prevented the inappropriate disposal of hazardous waste, and encouraged the Committee to vote in the best interest of the town. Mr. Johnson added that the town overwhelmingly supported this service. Mr. Linnane suggested that the Board of Health educate the public about disposing of hazardous materials. He was encouraged by the Committee to provide flyers at Town Meeting outlining what hazardous waste is and how to properly dispose of it. Ms. Casemyr moved to recommend the town vote to defeat this article. Vote to approve the article recommendation is 4 in favor, 4 opposed (Brown, Lown, Johnson, Cronin), with 8 being present. There is no recommendation—deferred until the next meeting.

**7-G. (Board of Health)** Additional mosquito control activities (supplementing State-provided services). Mr. Brown pointed out the potential for a heavy mosquito season this year due to increased rainfall. Ms. Lown felt that if this is to be a regular thing it should be a budget item, not an article. Mr. Johnson moved to recommend the town vote to raise and appropriate the sum of \$5,000 for the purpose of this article. Vote to approve the article recommendation is 7 in favor, 1 opposed (Linnane), with 8 being present.

**7-H. (Local Emergency Planning Committee)** Mr. Johnson moved to recommend the town so vote. Vote to approve the article recommendation is unanimous, 8 in favor with 8 being present.

**7-I. (Town Roads)** Chapter 90 Funds provided from State contribution and/or reimbursement for work done on town roads, in the amount of \$632,884. Mr. Johnson moved to recommend the town so vote. Vote to approve the article recommendation is unanimous, 8 in favor with 8 being present.

**Article 10** - Ms. Casemyr requested a list of rate increases. Vote deferred until the next meeting.

**Article 13. Consolidation Function Study** - The Committee agreed this is a good idea.

**Article 14.** Mr. Linnane explained that the bid is in process; there will be no numbers until Town Meeting. This vote will be reserved for Town Meeting floor. Mr. Balduf and Mr. Walden will meet with the Committee before Town Meeting. If approved, the funds would come from Sewer retained earnings.

**Article 17. Disposition of Town Property**

Mr. Johnson moved to recommend the town so vote. Vote to approve the article recommendation is unanimous, 8 in favor with 8 being present.

**Article 18** - Vote deferred until the next meeting.

**Article 19. Bertis Adams Way taking**

Ms. Lucas moved that the town so vote. Vote to approve the article recommendation is 7 in favor, 1 abstention (Johnson), with 8 being present.

**Article 20. Brigham St./Cottage St. Alteration**

Mr. Johnson moved to recommend the town so vote. Vote to approve the article recommendation is unanimous, 8 in favor with 8 being present.

**Article 21. Gable Ridge Rd. taking**

Ms. Lucas moved to recommend the town so vote. Vote to approve the article recommendation is 7 in favor, 1 abstention (Johnson), with 8 being present.

**Article 22. Olde Connecticut Path taking**

Ms. Lucas moved to recommend the town so vote. Vote to approve the article recommendation is 7 in favor, 1 abstention (Johnson), with 8 being present.

**Article 23. Union St. Abandonment**

Mr. Johnson moved to recommend the town so vote. Vote to approve the article recommendation is unanimous, 8 in favor with 8 being present.

**Article 24** – Vote deferred until the next meeting.

**Article 25. Cultural Council**

Ms. Lucas moved to recommend the town so vote. Vote to approve the article recommendation is 6 in favor, 2 abstaining (Johnson, Meachen), with 8 being present.

**Article 26. Post-Employment Benefit Trust Fund**

Mr. Johnson moved to recommend the town so vote. Vote to approve the article recommendation is unanimous, 8 in favor with 8 being present.

**Article 27** - This article permits the Town to set fees. Vote deferred to the next meeting for clarification—what current practice would change by adopting this article?

**Article 14 vote amendment.** Mr. Johnson noted that the booklet should read, “the Financial Committee will make its recommendation at Town Meeting.” Mr. Johnson moved to put the language into the booklet for Article 14. Vote to approve the article language was unanimous, 7 in favor with 7 being present.

**FY11 Budgets – AFC Deliberation/Voting**

**Assessors report**

The 1.8% cut was taken from line item 4244, Professional Fees. In the past, this item was not in budget, but was added to the budget at the Committee’s request. Mr. Johnson moved to recommend Salaries/Wages of \$223,112 and Expenses of \$10,599 (total of \$233,711). Vote to approve the budget recommendation is unanimous, 8 in favor with 8 being present.

**Moderator**

Mr. Johnson moved to recommend Salaries/Wages of \$250. Vote to approve the budget recommendation is unanimous, 8 in favor with 8 being present.

**Board of Selectmen/Town Manager**

Westborough Advisory Finance Committee minutes  
April 26, 2010

Ms. Lown noted the two issues with this budget: the performance bonus (\$5,000) and the In-State Travel reduction (\$1,073). Mr. Johnson moved to recommend the town vote to approve Salaries/Wages of \$314,782 and Expenses of \$43,100 (total of \$357,882). Ms. Casemyr was not comfortable returning the \$5,000 bonus to the budget, feeling it was unfair to those departments which tried to make cuts. Mr. Johnson noted this is merely a deferral of the bonus, as payment of a bonus is part of the Town Manager's contract. Vote to approve the budget recommendation is 4 in favor, 4 opposed (Brown, Linnane, Casemyr, Cronin). There is no recommendation.

**Personnel Board**

Mr. Johnson moved to recommend the town approve Salaries/Wages of \$3,655 and Expenses of \$48,578 (total of \$52,233). Vote to approve the budget recommendation is 7 in favor, 1 against (Lown), with 8 being present.

**Communications**

Mr. Johnson moved to recommend Expenses of \$41,383. Vote to approve the budget recommendation is unanimous, 8 in favor with 8 being present.

**Central Purchasing**

Mr. Johnson moved to recommend Expenses of \$95,254. Vote to approve the budget recommendation is unanimous, 8 in favor with 8 being present.

**Building & Grounds**

Mr. Linnane moved to recommend Salaries/Wages of \$187,013 and Expenses of \$224,590 (total of \$411,603). Vote to approve the budget recommendation is 7 in favor, 1 opposed (Johnson), with 8 being present.

**Town Insurances**

Mr. Johnson moved to recommend Expenses of \$9,634,386. Vote to approve the budget recommendation is unanimous, 8 in favor with 8 being present.

**Police Department/Fire Department** – Vote deferred until liaison, Mr. Arnold, is present.

**Building Commissioner**

Mr. Linnane moved to recommend Salaries/Wages of \$266,282 and Expenses of \$35,943 (total of \$302,225). Vote to approve the budget recommendation is 5 in favor, 3 opposed (Lown, Johnson, Meachen), with 8 being present.

**Weights and Measures**

Ms. Lown moved to recommend Expenses of \$2,250. Vote to approve the budget recommendation is unanimous, 8 in favor with 8 being present.

**Animal control**

Mr. Linnane moved to recommend Salaries/Wages of \$49,068 and Expenses of \$21,969 (total of \$71,037). Vote to approve the budget recommendation is unanimous, 8 in favor with 8 being present.

**Department of Public Works**

Ms. Casemyr suggested putting back \$24,000 for ball field fertilization, but keeping the other cuts. Mr. Johnson moved to recommend Salaries/Wages of \$1,437,301 and Expenses of \$693,702 (total of \$2,131,003). Ms. Casemyr noted the expense amount including the \$24,000 would be \$671,258. Vote to approve the budget recommendation is 3 in favor, 5 opposed (Brown, Casemyr, Lucas, Cronin, Lown), with 8 being present. Ms. Casemyr moved Salaries/Wages of \$1,437,301 and Expenses of \$671,258.

Westborough Advisory Finance Committee minutes  
April 26, 2010

Vote to approve the budget recommendation is 6 in favor, 2 opposed (Linnane, Johnson), with 8 being present.

**Snow and Ice Removal**

Mr. Johnson moved to recommend Salaries/Wages of \$142,396 and Expenses of \$306,815 (total of \$449,211). Vote to approve the budget recommendation is unanimous, 8 in favor with 8 being present.

**Street Lights**

Mr. Linnane moved to recommend Expenses of \$69,439. Vote to approve the budget recommendation is 6 in favor, 2 opposed (Lown, Johnson), with 8 being present. Mr. Cronin pointed out that bills are based on the assumption that all lights are working—but they are not.

**Sanitary Landfill**

Mr. Johnson moved to recommend Expenses of \$752,700. Vote to approve the budget recommendation is unanimous, 8 in favor with 8 being present.

**Board of Health**

Mr. Johnson moved to recommend Salaries/Wages of \$256,543 and Expenses of \$7,300 (total of \$263,843). Vote to approve the budget recommendation is 6 in favor, 2 opposed (Casemyr, Lucas), with 8 being present.

**Council on Aging**

Ms. Casemyr moved to recommend Salaries/Wages of \$214,229 and Expenses of \$27,420 (total of \$241,649). Vote to approve the budget recommendation is 7 in favor, 1 opposed (Johnson), with 8 being present.

**Youth and Family Services**

Mr. Johnson moved to recommend Salaries/Wages of \$152,239 and Expenses of \$4,134 (total of \$156,373). Vote to approve the budget recommendation is 7 in favor, 1 opposed (Lown), with 8 being present.

**Public Library**

Ms. Lucas moved to recommend Salaries/Wages of \$648,956 and Expenses of \$237,667 (total of \$886,623). Vote to approve the budget recommendation is unanimous, 8 in favor with 8 being present.

**Cultural Council**

Mr. Cronin moved to recommend Expenses of \$2,000. Vote to approve the budget recommendation is 7 in favor, 1 abstention (Johnson), with 8 being present.

**Treatment Plant Board**

Mr. Johnson moved to recommend Salaries/Wages of \$15,000 and Expenses of \$3,643,000 (total of \$3,658,000). Vote to approve the budget recommendation is unanimous, 8 in favor with 8 being present.

Police, Fire, Selectmen (split vote) are yet to be voted.

**AFC Report & Recommendation to Town Meeting**

Mr. Meachen will forward his handout to the Committee.

Any submissions for the Message to Voters should be sent to Ms. Lown.

**Comments and Concerns of Committee Members.**

Westborough Advisory Finance Committee minutes  
April 26, 2010

Mr. Linnane reported that the Water Treatment Plant construction was going very well. The rainstorms doubled the plant's capacity but they were able to handle it. A plumbing code waiver resulted in a savings of \$16,000.

Mr. Cronin noted that a crosswalk on Church St. (near Grove St.) never got re-painted.

**Adjournment**

Ms. Lucas moved to adjourn the meeting at 10:35 p.m.