

Westborough Advisory Finance Committee  
Minutes of Meeting No. 1, FY2013  
July 9, 2012

Approved  
July 23, 2012

Members Present: John E. Arnold, Chair, Peter Allen, Lisa Blazejewski, Sharon Kaiser, J. J. Malone, Kathy Rosenblum Senie, Gary Wells, Jim Tepper (7:58 p.m.). Absent: Ed Behn.

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

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

There were no requests to address the Committee.

### **Approval of Minutes**

#### **Meeting No. 37, June 18, 2012**

Deferred to next meeting.

### **Requests for Transfers**

#### **Treasurer/Collector – Reserve Fund transfer**

Joanne Savignac appeared before the Committee to explain this transfer request. Mr. Arnold noted that Ms. Savignac had informed the Committee earlier in the year that the Town would no longer be receiving a discount on payroll services. Ms. Savignac also noted that there had been a transfer out of her department's budget earlier this year; this and a payment of over \$400 to Worcester Regional Retirement for an employee's Veterans Military buyback, in addition to the discontinued discount, would leave a negative balance in the department's budget without this transfer. Mr. Arnold moved to approve the transfer of \$1700 from the Reserve Fund to the Treasurer/Collector Miscellaneous Services Bank Charges Account 11383-5243b. The vote to approve the transfer is unanimous, 7 in favor with 7 being present.

#### **Building & Grounds – Intra-Departmental transfer**

Frank Cornine appeared before the Committee to explain this transfer request. Mr. Arnold noted that this would be an intra-departmental transfer of \$6,700 from the Town Building & Grounds Wages account to the Building & Grounds Expenses account. Mr. Cornine explained that due to warmer weather, utility costs have been higher than normal, and numerous air conditioning unit failures had required repair or replacement. In addition, a garage door at the police station had needed replacement. There was some discussion of the town's air conditioners. Mr. Arnold moved to approve the transfer of \$6,700 from Town Building & Ground Wages Account 11852-5104 to Town Building & Grounds Expenses Repair & Maintenance Forbes Municipal Account 11853-5202a. The vote to approve the transfer is unanimous, 7 in favor with 7 being present.

#### **Council on Aging – Intra-Departmental transfer**

Mr. Arnold noted that this request for a \$700 transfer was due to the unexpected expense of air conditioner repair in a Council mini-bus. Mr. Arnold moved to approve the transfer of \$700 from Council on Aging Wages-Clerical Account 15412-5103 to Council on Aging Expenses Repair & Maintenance Account 15413-5203. The vote to approve the transfer is unanimous, 7 in favor with 7 being present.

Mr. Arnold welcomed and introduced the two new members of the Finance Committee. Sharon Kaiser has lived in Westborough since 1986, and works in the financial services industry. Gary Wells was born and raised in Westborough, and has been a resident since 2007 after living for some time in Grafton. He was in the machine tool industry for 35 years but is now semi-retired.

### **Committee Follow-up from Town Meeting preparation/discussions**

#### **Advisory Finance Committee Bylaw**

Mr. Arnold noted that Mr. Malone had pulled together a five-page document containing the full wording of the town bylaw describing the role of the Committee. Town Manager Jim Malloy had suggested some changes to the bylaw based on current practice which the Committee had been asked to consider. Mr. Arnold added that a state bylaw explicitly outlines the Finance Committee's authority, and felt that a full discussion should probably wait until all nine members of the Committee are present. Mr. Wells was reluctant to change bylaw wording which would limit the power of the Finance Committee. Mr. Allen agreed and felt the Committee's role in setting expectations for budgeting was very important, and that departments should be encouraged more aggressively to trim their budgets. Mr. Malone noted that any bylaw changes would not substantively limit the Committee's role, since that is clearly laid out by state law. He felt the Committee should continue to work with the Town Manager on setting budgetary goals. Ms. Rosenblum Senie felt that the proposed bylaw amendments did not diminish the Committee's authority or impede access to information or documents it might need in carrying out its duties. Ms. Blazejewski felt the wording being cut was not crucial considering the state's mandate. Mr. Arnold wondered if the Committee terms should be based on fiscal year, and noted this change could be included in any bylaw amendment.

#### **Capital Expenditures Planning Committee Charter**

Mr. Arnold noted some changes had been proposed to this charter. He will gather this information and send to the Committee for a future discussion.

#### **School Committee information**

Mr. Arnold and Ms. Rosenblum Senie will begin work gathering this information for future discussion.

#### **Chairman, Committee Liaison, and Department Liaison Reports**

Mr. Arnold noted that the Massachusetts Municipal Association's latest issue of the Beacon can be accessed online. He added that Mr. Malloy had sent a draft of gender-neutral language for the Charter which will be forwarded to the Committee.

#### **Comments and Concerns of Committee Members**

Ms. Blazejewski asked about the Special Town Meeting that had been mentioned as a possibility for August. Mr. Arnold explained that up to three Tax Incentive Financing (TIF) requests were potentially in the works and that action before the October Special Town Meeting would allow the proposals, if approved, to meet a September deadline. He noted that the Committee would need to schedule a meeting beforehand to develop its recommendations.

Ms. Rosenblum Senie would like the Committee to have some discussions with Mr. Malloy regarding planning for the Town's OPEB obligations.

Mr. Allen had read in the paper that the Town had signed a \$28,000 contract for a feasibility study for dredging Sandra Pond in order to increase its capacity. He would like to know why this had not been brought to the attention of the Finance Committee and the source for the contract's funding. Mr. Arnold will follow up.

Mr. Wells noted that it was mentioned at a Selectmen's meeting that a dump truck bid had come in higher than the amount approved at Town Meeting, and wondered why this issue had not come before the Finance Committee.

Mr. Tepper noted that the School Building Committee will be meeting Thursday.

Mr. Arnold noted that his term as Chairman has now ended. Mr. Malone nominated Mr. Behn for Chair. The vote to approve this nomination is unanimous, 8 in favor with 8 being present. Mr. Malone nominated Ms. Rosenblum Senie for Vice Chair; she declined. Mr. Arnold agreed to serve as Vice Chair until Fall Town Meeting, with the understanding that a new Vice Chair be nominated after that meeting. Mr. Tepper nominated Mr. Arnold as Vice Chair through the end of calendar 2012. The vote to approve this nomination is unanimous, 8 in favor with 8 being present.

### **Adjournment**

Ms. Blazejewski moved to adjourn the meeting at 9:13 p.m. Vote to adjourn was 8 in favor, with 8 being present.

### **Document List**

Building & Grounds Transfer request.  
Council on Aging Transfer request.  
Treasurer/Collector Transfer request.  
Finance Committee Role document.  
Westborough News Article on Retiree Health Benefits.