

Westborough Advisory Finance Committee  
Minutes of Meeting No. 19, FY2014  
February 3, 2014

Approved:  
February 20, 2014

Members Present: Ed Behn, Chair, Gary Wells, John E. Arnold, Lisa Blazejewski, Jim Tepper, Sharon Kaiser, Kathy Rosenblum Senie, Hank Rauch, Peter Allen.

At 7:00 p.m. Mr. Behn called the meeting to order in Room 23 of the Forbes Building.

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

There were no requests to address the Committee.

#### **Approval of Minutes:**

##### **Meeting No. 16, January 23, 2014**

Mr. Wells requested corrections to the minutes. Mr. Wells made a motion to accept the amended minutes from 1-23-14. The vote was 7-0-2 with 9 being present (abstentions: Rauch, Behn).

##### **Meeting No. 17, January 27, 2014**

Mr. Behn requested corrections to the minutes. Mr. Wells made a motion to accept the amended minutes of 1-27-14. The vote was 6-0-3 with 9 being present (abstentions: Allen, Arnold, Kaiser).

#### **Review of the Westborough Youth & Family Service's FY'15 budget**

John Badenhausen, Director of Youth & Family Services (YFS), along with Judith Tully, Lauren Schiffman, and Corbin Whitaker from the Youth Commission met with the AFC to discuss their FY15 budget. Mr. Badenhausen was asked why the YFS Counseling Hours was exceeded in FY13 but the estimates for FY14 and projection for FY15 have decreased – what is the trend they see? Mr. Badenhausen let the Committee know that he has been with YFS for nineteen years, and with the resources they have, he feels comfortable providing about 1,100 hours of counseling services a year. Once they exceed 1,100 hours, there is some level of stress put on the staff to provide services and to do the background work. Mr. Badenhausen explained that he spends about 75% of his time providing counseling services, with the other 25% of his time spent on administrative work. Mr. Badenhausen also mentioned that he has two part-time counselors that work 19 hours per week that provide counseling services as well. He said that 1,100 hours of counseling represents helping about 70 families – sometimes more and sometimes less. Ms. Blazejewski asked Mr. Badenhausen if he had plans on adding staff or expanding the hours. Mr. Badenhausen said they will go as high as 1,300 hours but he doesn't like to always be operating at capacity in case a need arises. He doesn't want to see YFS having to go to a wait list or telling a resident to call back in two months. Mr. Badenhausen said that they can increase the number of families they see, but can get stretched thin, and then they end up seeing families less frequently. Mr. Badenhausen mentioned that they have identified a clinical intern that will be with them in FY~~2~~15, so that will allow them to increase the number of counseling hours they provide at no additional cost. However, he did mention that he is limited by space in the department. They only have two meeting rooms but will have four counselors. The clinical intern will be working 20 hours/week and that person will provide about 8-10 hours of counseling. The intern will gain experience and clinical supervision in exchange for volunteering. Mr. Badenhausen explained that YFS isn't always able to obtain an intern every year since they must have clinical experience and be in the Masters level program. Mr. Badenhausen mentioned they may have the intern spend some time at the high school so it will open up space. Ms. Blazejewski asked about the increase in Salaries & Wages and if it is due to step increases. Mr. Badenhausen said it is not – they are trying to establish a high school activity program, similar to the Hot Summer Nights program that has been running for 18 years for middle school students in the summer. YFS is looking to establish a program called "What's Up Tonight?" where they provide diverse activities once a month for high school students. Mr. Badenhausen said that YFS has a youth activities coordinator that works when the Hot Summer Nights program runs from mid-May to late August. Mr. Badenhausen said they would like to hire someone for the school year that would work with high school students to plan programs and also be on site during the monthly activity. The youth activities coordinator would be split between two different people.

Mr. Allen mentioned YFS's successful introduction of the Westborough Cares program. Mr. Badenhause explained that this program was created as a result of recognizing the need for a focused group that could serve as a financial contact for people requiring assistance. Westborough Cares is a small group of providers that meet and discuss situations in a private context and can identify needs for families in Westborough. The services and resources required can be donated from different providers such as church groups, In Your Shoes, Westborough Food Pantry, the Senior Center depending on what's needed. Mr. Badenhause mentioned that Westborough Cares is "unofficial" – they are not a 5013C – the Women's Group at St. Luke's is acting as their fiscal agent. Westborough Cares is able to quickly and confidentially assess needs, identify resources, and then apply the resources.

Ms. Rosenblum Senie asked Corbin Whitaker about his involvement with YFS as a youth member on the Commission. He said he has been working on the "What's Up Tonight?" program and attending brainstorming sessions to come up with activities for the high school students. Mr. Badenhause said it is a learning process for the students that are elected to the Commission. They are a youth member for two years – their junior and senior years – and their contribution is providing insight as to what's going on in the lives of high school students. The role also exposes the students to town government.

Mr. Badenhause and the Commission members were thanked for their attendance at tonight's meeting. Mr. Badenhause mentioned that there is a summary of the services they provide and the departments they partner with in the Annual Town Report.

#### **Review of the Historical Commission's FY'15 budget**

Hazel Nourse, Nancy Galicki, and Jason Nappa from the Historical Commission met with the Committee to discuss their FY15 budget. Ms. Nourse read a prepared statement pointing out the services the Historical Commission provides to the public. She mentioned that Westborough is a very historical town and they have an extensive collection of maps, documents, and artifacts available for viewing. She went on to say that the Commission also provides assistance with permits and renovations to historical buildings, as well as helping new businesses coming in to the downtown area with signage. The Commission members felt that the cost to keep the Historical Commission open and available to the public wasn't a huge burden on town resources. However, they were willing to have their current secretary cut back her hours and try other shifts in order to attract more foot traffic and remain open. In response to Ms. Nourse's statement about budget concerns raised by the AFC, Mr. Behn let the Commission members know that the AFC did not ask for the reduction to their budget, Mr. Malloy, the Town Manager did. The role of the AFC, Mr. Behn pointed out, was to provide the level of detail and discussion and then make the AFC's recommendation in the R&R book that is handed out to residents. There was discussion about the current secretary reducing her hours from 15 hours per week to 12 hours per week, and also taking a reduction in pay and leveling her rate. Ms. Nourse mentioned that these proposals will be discussed further at the next Selectmen's meeting. They are also considering swapping out some of their morning shifts and opening in the afternoon so school age children can visit. AFC Committee members provided suggestions to the Commission members such as computerizing their foot traffic records, better marketing and awareness in the community as to when they are open and the type of services they provide, and comparing what Westborough offers to other towns with similar demographics. AFC members mentioned the email from Mr. Malloy where he compared the amount other towns similar to Westborough spend on their staff for the Historical Commission and their budgets are much lower. Mr. Allen encouraged Commission members to be prepared to offer key points at Town Meeting as to what makes Westborough's Historical Commission different since some towns on Mr. Malloy's list use volunteers or have societies that do what our Commission does at minimal cost. Mr. Wells asked what the difference was between a Historical Commission and a Historical Society. Commission members explained that a Historical Commission has to adhere to Massachusetts laws regarding the preservation of archeological artifacts, where as a Society was more of a social organization. Continued suggestions to the Commission by AFC members included improving their online presence, digitizing their collection, providing senior or student volunteer projects, finding out if there is grant money available, and fundraising. Mr. Rauch asked if the Historical Commission had the support of the Historical Society and Ms. Nourse said they did not and weren't sure why. Mr. Allen mentioned that perhaps the Commission may want to get the opinion from the current president of the Historical Society to share their views regarding the Historical Commission. Commission members also spoke about providing something written to residents as to why Westborough's Historical Commission is unique and what they are currently working on. Ms. Nourse mentioned that Cedar Swamp in Westborough is full of archeological artifacts and was the first wetlands put on the

historical register. Ms. Nourse also said that they are working on the cemetery and unmarked plots since gravestones were knocked down by grazing cattle. They are trying to recreate the gravestones to help those interested in genealogy. Mr. Arnold pointed out that the upcoming 300<sup>th</sup> anniversary of the town might provide a perfect opportunity for partnering with the Historical Society and trying some joint fundraising. Ms. Blazejewski said that as liaison, if the Commission has any documents they wish to forward to her, she will share with AFC Committee members. The AFC thanked the Historical Commission members for their attendance at tonight's meeting.

### **Snow & Ice Deficit**

Mr. Wells informed the Committee that the DPW needs authorization from the AFC to allow deficit spending. Currently there is \$12.46 left in the Wages account and \$6,000 left in Expenses for the Snow & Ice budget. The DPW is looking for an additional \$25,000 in Wages and an additional \$50,000 in Expenses. Mr. Wells moved that the Committee vote to approve that the DPW be allowed to deficit spend in the amount of \$50,000 for Expenses and \$25,000 for Salaries & Wages for the Snow & Ice budget. The vote to approve the authorization was unanimous, 9 in favor with 9 being present. It was noted that the transfer will occur at the end of the year. Mr. Wells mentioned this was the DPW's initial request and they may be back for another transfer.

### **Financial Revenue & Expenditure Estimates for FY15**

Mr. Behn distributed the Financial Revenue & Expenditure Estimates for FY2015 handout to Committee members. Mr. Tepper asked if the Estimated Non-Tax Levy Revenues was a summary, particularly the Local Receipts line item. Mr. Behn mentioned that Local Receipts was a combination of items and offered to provide Mr. Tepper with a breakdown. Mr. Behn indicated that the charts on the top half of page 2 for 2012 and page 3 for 2013 of the handout is a list identifying transfers, where they originated from, and a comparison between the two years. The bottom half of both pages 2 and 3 show the balances available for each year. The numbers indicate that the Town's reserves are in a better financial situation now than it was a year ago. Mr. Behn let the Committee know that the Article on net metering of \$146,675 may be dropped from the Warrant. The slide presentation by Mr. Malloy was mentioned and what data should be provided to residents to show that the Town is hitting its reserve goals.

### **School Budget**

Mr. Behn also provided a handout to AFC Committee members regarding the FY15 School Budget for their review.

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

Mr. Behn mentioned that the Planning Board has a public hearing on 2/18 where they will be reviewing the lease of Hoccomocco Pond. Mr. Behn also mentioned that he has a finance team meeting and hopes to get clarification on the net metering credits, which will result in updated budget sheets for those departments affected.

Mr. Wells informed the Committee that he is reviewing the spreadsheet that Chief Gordon provided regarding vehicle mileage and extended idling time. Once Mr. Wells has analyzed the data, he will update the Committee with his results.

Mr. Wells also mentioned the Snow & Ice budget and Mr. Malloy's 10 year analysis that was sent out to the Committee. Mr. Wells would like to discuss the Snow & Ice budget if Mr. Malloy happens to meet with the Committee about the net metering credits.

Mr. Arnold mentioned that the Charter Review Committee will have their first meeting this Friday, 2/7, at 4 p.m. at the DPW building. He will attend the meeting to inform the Charter Review Committee that he may not be able to continue as AFC liaison if he becomes Town Moderator. He mentioned he will also take notes for whoever from the AFC assumes the role of liaison.

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

Mr. Tepper asked about Article 6 – Amend Wage and Salary Schedule (Personnel Board) – and what the impact will be. Mr. Behn said he is working on getting the net effect. Mr. Behn also noted that a comparison can be done by looking at last year's article.

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Mr. Tepper mentioned that he will forward a spreadsheet to Committee members that he received from Chief Perron regarding ambulance runs.

**Adjournment**

Mr. Wells made a motion to adjourn the meeting at 9:01 p.m. The vote to adjourn was 9 in favor, with 9 being present.

**Document List**

Financial Revenue & Expenditure Estimates for FY2015  
Westborough School Department – FY15 Budget

Respectfully submitted,  
Jessica Thomas  
AFC Administrative Assistant