

Members Present: Gary Wells, Chair, Ed Behn, Lisa Blazejewski, Hank Rauch, Sharon Kaiser, Tara Howard. Absent: Peter Allen, Jim Tepper, Kathy Rosenblum Senie.

At 7:00 p.m. Mr. Wells called the meeting to order in the lower level Meeting Room at the Westborough Public Library.

Call to Order/Open Forum

Mr. Wells wanted to take the opportunity to thank Mr. Behn for his outstanding job as Chair of the AFC over the past 2 years. Mr. Wells, as Vice Chair, was able to observe as Mr. Behn took on his duties enthusiastically, efficiently, and productively. Both Mr. Behn and his predecessor, John Arnold, set high standards that Mr. Wells hopes to achieve as the new Chair of the AFC.

Approval of Minutes

Meeting No. 29, May 5, 2014

Mr. Behn made a motion to accept the minutes from 5-5-14. The vote was 6-0-0 with 6 being present.

Department Transfer Report

Conservation Commission: Conservation Officer, Derek Saari, along with the Conservation Commission's new Administrative Assistant, Sheri Brown, met with the Committee regarding Mr. Saari's request for an inter-departmental transfer. Mr. Saari was looking to transfer \$1,200.00 from the Conservation Commission's Wages – Clerical account to the Conservation Commission's Materials – Equipment account primarily for the purchase of Microsoft's "Surface Pro". The Surface Pro tablet will allow the Conservation Commission to take pictures in the field and provide a time/date stamp for verification as to what was viewed and when. These pictures can also be used as a reference for the DEP and the Assessor's office. MIS/GIS Director, Mark Stockman, was able to contact his vendor to obtain the best price. Mr. Saari explained that there are many locations in town that he oversees and the importance of having documentation for items such as where pipes are located and what is on a particular site. Mr. Saari mentioned that he would also like to see better signage for bow hunting. Currently there are metal signs that reference contacting the Police Department for a license; however, he feels there is not enough information given. Bow hunting is only allowed for about a month - then the signs need to be taken down. Mr. Behn made a motion to transfer funds in the amount of \$1,200.00 from the Conservation Commission's Salaries & Wages Account #11712-5103 to the Conservation Commission's Materials & Equipment Account #11713-5237. Voted: 6-0-0 with 6 being present.

Council on Aging: Ms. Alma Demanche, Director for the Council on Aging, along with Ms. Sue Abladian, Council on Aging Board Member, met with the Committee regarding Ms. Demanche's request for a transfer from the AFC Reserve Fund to the Council on Aging's Wages account to cover payroll for the Mini-Bus drivers in the amount of \$2,312.56. Ms. Demanche explained that there was a tremendous increase in the number of senior passengers, partially due to increased programming. She said that the buses have been very busy and have seen an increase of approximately 843 trips from January to May of this year when compared to the same time period last year. Ms. Demanche doesn't want to take the buses off the roads for the last three weeks of this fiscal year which is why she is seeking the transfer. She mentioned that the drivers go through training for certification in CPR and use of an AED every three years and she had to take funds from her budget to use on this staff training. Mr. Wells asked Ms. Demanche if she has reviewed her budget for 2015 and if there needs to be an increase to her wages account if she sees this demand continuing as standard operating practice. Ms. Demanche noted that she did have a driver in the budget for the last Town Meeting but it was pulled because the additional driver hadn't been proposed through the proper channels. She mentioned that the 4th driver is under discussion and she could still use this extra driver so she can stagger times that the buses operate. Ms. Demanche also mentioned that she would like to have an overtime account added to her budget. Ms. Demanche said that the only increase between last year's budget and this year's was for Contractual Services since The Highlands

and The Willows buses do not have wheelchair lifts so she needs to send the Senior bus. Mr. Behn asked Ms. Demanche if she was preparing her request for an additional driver and Ms. Demanche said she was. Mr. Behn made a motion to transfer the amount of \$2,312.56 from the Advisory Finance Committee Reserve Fund to the Council on Aging Wages Account #15412-5103. Voted: 6-0-0 with 6 being present.

Department of Public Works (DPW): The Committee received a Request for Transfer from the AFC Reserve Fund for Snow/Ice Overtime Wages in the amount of \$73,476.43 and for Snow/Ice Removal - Expenses in the amount of \$150,235.75. Mr. Wells also provided a handout summarizing the transfers made to date and the remaining balance in the AFC Reserve Fund. Mr. Wells mentioned that the last date for interdepartmental transfers and AFC transfers is July 14th for the current fiscal year which closes on June 30th. Mr. Behn made a motion to transfer from the AFC Reserve Fund the amount of \$73,476.43 to Snow/Ice Overtime Wages Account #14232-5105M and further move to transfer from the AFC Reserve Fund the amount of \$150,235.75 to Snow/Ice Removal - Expenses Account #14233. Voted: 6-0-0 with 6 being present.

Old Business

Mr. Wells brought up the nomination of Ms. Blazejewski as Vice Chair of the AFC from the last meeting. Ms. Blazejewski was honored to have been nominated but would prefer to focus on the R&R books that are prepared for the Town Meetings, along with her other roles as AFC liaison on various committees. In the meantime, Mr. Behn has agreed to act as Vice Chair. Mr. Wells hopes that another member steps forward since Mr. Behn has already served as Vice Chair prior to his role as Chair of the AFC. Mr. Wells said he would entertain any nominations or volunteers. Mr. Behn asked Town Moderator, John E. Arnold, who was in attendance at this evening's meeting, if he had any new candidates for the AFC. Mr. Arnold said he is working on replacing Ms. Rosenblum Senie and has not completed his search yet. His goal is to have a new candidate by July.

New Business

Mr. Wells provided a handout to Committee members regarding the Charter Review Recommendations - Section 6-5 - Action on the Budget. He indicated on the handout the current wording for Section 6-5 in the Charter, and also what he is proposing as revisions to this section. Ms. Blazejewski asked AFC members to note anything in the Charter that mentions what happens in practice as conflicting with what actually occurs so the Charter Review Committee can take a look at it. Mr. Wells asked for input from the Committee regarding the wording he is proposing. It was noted that there is only one joint meeting between the AFC and the Board of Selectmen and that it is not a formal meeting but rather AFC members can attend a Board of Selectmen meeting where items of importance are discussed. Mr. Arnold mentioned that the meeting between the AFC, Board of Selectmen, and Capital Expenditures Committee used to be a formal meeting where a quorum of each body was required. This meeting then changed over the years in to the Town Manager's budget hearing. Mr. Arnold said that the Charter Review Committee has the opportunity to come up with a budget process that works, makes sense, and is followed. Mr. Behn felt that one big omission in the current Charter is that there's very little focus on the School Department/Committee. Mr. Behn pointed out that the role of the AFC is to advise, and suggested deleting the "if any" in Mr. Wells revision of the wording in Section 6-5. Mr. Behn said, with regards to the school budget, that the level of detail the AFC receives from the various Town Departments, including line item detail and account numbers, should also be required of the School Department. Mr. Behn would like to see wording added to Section 6-4 that requires the budgets presented by the Town Manager to be similar as to what is required of the School Department/Committee as best practice. He found that requiring line item detail on the school budget helped minimize issues and provided better transparency this past year, and should be addressed in the Charter. Mr. Behn also mentioned the new Westborough School Superintendent that was hired from the Weston school system and, that when he looked at the detail provided in Weston's budget, it was more by line item and not just a summary. Mr. Behn hopes that Ms. Bock brings this same level of detail to the School budget in Westborough. Mr. Rauch asked, since the essence of Section 6.5 is to present the proposed budget and give Boards and Committees feedback, if it would be valuable for the School Committee to have a budget hearing where the public could provide input. Mr. Arnold said that Mr. Rauch brought up a good point since a hearing is meant as a public forum so the public can participate and comment. Mr. Arnold felt this would be more like a Pre-Town Meeting where there can be discussion prior to the budget being solidified. Mr. Behn agreed and thought there could be two public hearings – one for the Town Budget and one for the School Committee's Budget. Mr. Behn felt these should be public hearings and not a presentation of the budget if you're going to ask people to come and provide comments. Mr. Wells suggested that Mr.

Malloy presents his budget the week after January 1st - the information is posted on the Town's website for the public to review - and then there is the public hearing where the public is free to comment, but before the Annual Town Meeting when the budget is set. Mr. Rauch added that the same requirements should be applied to the School Committee. Mr. Wells thought that the public hearings could be held around February 1st so the public could legitimately affect the budgets. Mr. Behn felt that the budget information should be posted on the Town's website sooner so it can be reviewed and digested, and also the AFC's Review & Recommendation (R&R) books. Mr. Behn suggested adding "made available electronically" under Section 6-2 in the Charter where it says "must file". Four boards could be invited to the public hearings - the Board of Selectmen, Advisory Finance Committee, School Committee, and the Capital Expenditures Committee. Ms. Howard asked how this information would be communicated to the public. Members mentioned posting on the Town's website and signing up for notifications, generating a press release, and advertising on the billboards. Ms. Howard said she would be interested in the communication piece and could help with that. Mr. Behn said he would like to see a "budget page" on the Town's website where there was one center for current and historical financial documents. Information on the warrant, budgets, and articles could also be included and links provided. Postings could be done by MIS/GIS Director, Mark Stockman, and common forms and documents would be used so reporting is all done in the same format. Mr. Wells and Mr. Behn will attend the Charter Review meeting and provide their input.

Mr. Wells reviewed the new AFC Agenda format and asked for feedback. If there are any suggestions or recommendations, Mr. Wells said to send him an email, otherwise Committee members said they liked the new format.

Mr. Wells passed out a chart with new AFC Liaison Assignments for FY 2015. Mr. Wells moved departments that are reported on by Town Manager, Jim Malloy, to the responsibility of the Chair since their budgets usually only require a report. Mr. Wells would like to have Mr. Behn pick up the role of MIS/GIS liaison and also continue his work with the School Department. Mr. Wells felt Mr. Behn did an excellent job last year of convincing the School Department to provide a line item - year to year analysis of the budget. Mr. Wells asked Mr. Rauch to be the liaison for the DPW and also the Building Department and Buildings and Grounds. Ms. Howard will pick up the role as liaison to the Town Clerk's office. Mr. Wells had no changes in assignments for Ms. Kaiser or Ms. Blazejewski, however he did mention there are still some open spots. The role of Conservation Commission liaison is open since Mr. Allen asked to be removed from his liaison role with both Conservation and Planning since he has a 9 month conflict and can't commit to attending their meetings. Mr. Allen will continue with his role as Economic Development liaison since it looks like he will be Vice Chair of that committee. Mr. Behn brought up the question as to whether Mr. Allen can be on the EDC board along with AFC and Mr. Wells said he would follow up. Mr. Wells mentioned that the liaison assignments are not set in stone and if someone would like to switch, please let him know. Mr. Behn felt some of the assignments were good to double up on and Mr. Arnold agreed - especially with regard to the schools since there are so many meetings.

Mr. Wells handed out the Westborough Advisory Finance Committee FY-2015 Meeting Schedule. He reviewed the schedule and discussed the change to August's meeting date. Mr. Wells wanted to provide a schedule for Committee member's calendars.

Future Business

Mr. Wells passed out a copy of an email he received from Town Manager, Jim Malloy, regarding the Insurance Budget. Mr. Malloy sent the email to inform the AFC about a possible increase in the Town's Workers Comp and Casualty and Property insurance costs. Mr. Malloy doesn't anticipate immediate cost increases, but mentioned it could be a problem later in FY 2015, and something they may need to address when putting together the FY 2016 budget.

Mr. Wells informed the Committee that he would like to assemble an electronic manual for the AFC that contains forms, procedures, and descriptions such as the role of a liaison, the budgetary process, meeting agenda forms, transfer request forms, etc. Using transfers as an example, Mr. Wells mentioned that there are different types of transfer requests and he would like to have a manual that explains each one for future members of the Committee. He will work on loosely pulling something together and send out to members for their review within the next few months.

Chairman, Committee Liaison, and Department Liaison Reports

Mr. Wells mentioned that at last Tuesday's Board of Selectmen's meeting they authorized the purchase of a vehicle for use by the Recreation Department's new Director. The former Director, Frank DeSiata, used his own vehicle and was reimbursed for mileage. Since Mr. DeSiata retired, funds were used from the revolving account for the new vehicle so it didn't have to go to Town Meeting. The Board of Selectmen approved the purchase with a vote of 4-0-0 and increased the size of the Town's fleet by one vehicle. Mr. Wells said that the cost for fuel should work out to be less expensive but there will be a slight increase in costs due to insurance.

Mr. Wells also mentioned that Mr. Malloy will be making an announcement regarding the increase to the Town's bond rating. Westborough's bond rating was upgraded and Mr. Wells felt this was due to sound fiscal management and said that the Town will save over a million dollars on the debt budget.

Comments and Concerns of Committee Members

There were no comments or concerns from Committee members at this time.

Adjournment

Mr. Behn made a motion to adjourn the meeting at 8:50 p.m. The vote to adjourn was 6 in favor, with 6 being present.

Document List

Request for Appropriation Transfers Between or Within Departments – Conservation Commission
Request for Transfer from Reserve Fund – Council on Aging & Letter from Alma Demanche
Request for Transfer from Reserve Fund – Snow & Ice – Wages & Expenses
AFC – FY 2014 Reserve Fund Transfers Summary Sheet – Gary Wells
Westborough Advisory Finance Committee – Charter Review Recommendations – Gary Wells
FY2015 – Liaison and Committee Interests/Assignments – Gary Wells
Westborough Advisory Finance Committee FY-2015 Meeting Schedule – Gary Wells
Email from Jim Malloy to Gary Wells – Re: Insurance Budget

Respectfully submitted,
Jessica Thomas
AFC Administrative Assistant