

**TOWN OF WEST BOYLSTON  
FINANCE COMMITTEE**

Minutes of Meeting held June 29, 2007

Upon notice duly given and quorum present, the Finance Committee convened at 7:00 p.m. on June 29, 2007. Members in attendance: Ray Bricault, Chris Berglund, Ellen Dunlap, and Patricia Altomare.

The first order of business was a review of the minutes of the previous meeting. Upon discussion and upon motion duly made and seconded, it was unanimously **VOTED**: To approve the minutes of the Finance Committee's Meeting of May 21, 2007.

The Chair then advised the Committee that the primary purpose of tonight's meeting was to review and vote upon numerous "year-end" transfer requests. Upon discussion and review of each request individually, and upon motion duly made and seconded for each transfer, it was unanimously **VOTED**:

1. To approve a request by the Library for an intra-departmental transfer of \$5,000 from their Salary and Wages Account to their Purchased Services Account for the purpose of funding ongoing expenses and maintenance projects.
2. To approve a request by the Fire Department for an intra-departmental transfer of \$2,400 from their Fire Salaries Account to the Fire Purchased Services Account for the purpose of paying for pre-employment physicals, associated drug screening etc. for up to four candidates for the position of on-call firefighter.
3. To approve a request by the Fire Department for an intra-departmental transfer of \$13,000 from their Fire Salaries Account to their Fire Purchased Services Account for the purpose of paying for the repairs to Ladder 2 and Rescue 1 and for the repair and upgrade of the Department's radio repeater frequency dispatch channel.
4. To approve a request by the Town Clerk for a transfer in the amount of \$2,400 from the Finance Committee's Reserve Fund to the Election Other Charges to cover the associated costs for the Special Town Election regarding the proposed 2 ½ override.
5. To approve a request by the Town Clerk for a transfer in the amount of \$1,500 from the Finance Committee Reserve Fund to the Election Salaries and Wages Account to cover the associated costs for the Special Town Election regarding the proposed 2 ½ override.
6. To approve a request by the Police Department – Communications Center for an intra-departmental transfer in the amount of \$650 from their Communications Supplies Account and their Purchased Services Account to their Communications Salaries Account for the purpose of covering salaries for the balance of the year.
7. To approve a request by the Police Department for an intra-departmental transfer in the amount of \$900 from their Purchased Services Account, Training Account, Supplies Account and "Other" to their Salaries Account for the purpose of covering salaries for the balance of the year.
8. To approve a request by the Animal Control Department for a transfer in the amount of \$96.00 from the Finance Committee Reserve Fund to the Animal Control Purchased Services Account for the purpose of reimbursing the Animal Control Officer for mileage on his personal vehicle.

Upon discussion of the following votes, it was questioned whether the Finance Committee has the authority to vote relative to transfers involving sums greater than \$5,000. The Chair agreed to inquire as

to our authority, however, give the “year-end” time constraints, the following votes were made with the caveat that we, in fact, have the authority to so vote. Thus, upon discussion and review of each request, and upon motion duly made and seconded for each request the following was **VOTED**:

1. To approve a request by the Fire Department for an intra-departmental transfer of \$8,900 from their Fire Salaries Account to their Fire Supplies Account for the purpose of purchasing ten new pagers, and 2 new sets of firefighter protective clothing.
2. To approve a request by the Department of Public Works for an intra-departmental transfer of \$8,000 from their Municipal Fuel Account to their Purchased Services Account for the purpose of covering the cost of road repairs, utilities and truck repairs.
3. To approve a request by the Public Works Department for a transfer in the amount of \$18,000 from the Finance Committee Reserve Fund to the DPW Solid Waste Account for the purpose of covering the cost of trash disposal.
4. To approve a request by the Public Works – Sewer Division for a transfer in the amount of \$52,501.19 from the Sewer Enterprise Reserve Fund to the Operation and Maintenance Purchased Services Account for the purpose of covering unanticipated costs relative to odor studies, sewerage overflow and failed grinder pumps. This vote was made with the caveat that the source of funding be clarified. The “Intended Use” section of the request indicates that the funding source is simply “the Reserve Fund” whereas, the top section of the form indicates the source of funding to be the Sewer Enterprise Reserve Fund.

The Committee next discussed a request by the Police Department to transfer the sum of \$3,300 from the Finance Committee Reserve Fund to the Salaries Account. The Committee noted that there was no explanation accompanying the request thus, upon discussion and motion duly made and seconded, it was unanimously, **VOTED**:

To approve said request providing the Chair receives an explanation for the transfer which he deems satisfactory.

The Committee next discussed a request by the Fire Department to transfer the sum of \$1,000 from the Finance Committee Reserve Fund to the Fire Training Account for the purpose of paying employee tuition reimbursements. Upon motion duly made and seconded, with Ray Bricault abstaining from the voted, it was **VOTED**: To approve said transfer.

The next order of business was to discuss a request made by the Town Administrator to transfer the sum of \$3,000 from the Finance Committee Reserve Fund to the Purchased Services Account for the purpose of paying expenses related to producing the Planned Production Plan for the Town. This Plan gives the Zoning Board more power and theoretically helps manage the influx of 40B developments. It was noted that the Finance Committee Reserve Fund is to be used for emergency purposes. It was questioned whether this request fell within that definition. It was proposed that the Town Administrator put this request on the next Town Meeting Warrant and thus, upon motion duly made and seconded, it was unanimously, **VOTED**: To deny said request.

The final order of business was the election of Finance Committee officers. Upon discussion and motion duly made and seconded, it was unanimously, **VOTED:** that the officers of the West Boylston Finance Committee are as follows:

Chair – Ray Bricault  
Vice Chair – Chris Berglund  
Clerk – Patricia Altomare

There being no further business to discuss, and upon motion duly made by Ray Bricault and seconded by Ellen Dunlap, the meeting was adjourned at 8:30 p.m.

Respectfully Submitted,  
Patricia Altomare, Clerk  
Finance Committee