

**Town Of West Boylston
Finance Committee
Meeting of April 17, 2013**

The meeting of West Boylston Finance Committee (Fincom) convened at 7:02 pm in meeting room 2 at Town Hall. Those attending were: Chris Berlund, Dave Eckhardt, Pat Crowley, Bill Fay, and Pete Murphy. Absent were Ray Bricault, Jim Marinelli, and Eric Reddy. Pat Crowley chaired the meeting in Ray Bricault's absence. Aaron Goodale attended for the joint CIB meeting, but there was no quorum.

Louise Howland, the Library Director, presented. A level service budget was proposed to the Town Manager and was included in the proposed town budget. The level service budget increase is \$16,140. Salary increases due to step requirements are \$9000. The balance of the increase is due to expected increases in utilities, CWMars library services, and HVAC and elevator maintenance contracts, \$7,140.

The library is required to meet minimum State budget conditions. 19% of the budget is supposed to be for the purchase of library materials. Our budget is 15.2%, and based on receiving a State accommodation approval, state aid will be reduced by 12% to \$8080 from an expected \$9182 for a town our size. At this budget level, the library cannot purchase all of the needed materials. Some best sellers, depending on the publisher, may be too expensive to be purchased, particularly some eBooks. Since the budget is not at the minimum State requirements, an accommodation waiver will be requested. Approval is expected. An additional \$40,000 in spending would be required to avoid the waiver.

The Director expects to retire in 3 years. There is no Assistant Director in place for succession.

The library hours offered to the public are the same as 10 years ago, but with 28 fewer staff hours weekly. Grant writing is not taking place. Four personnel replacements have occurred in the past year. There are nine total employees plus the janitor. All employees work less than 40 hours per week.

The large Palladium window leakage problem continues. A repair procedure is not settled. The town building inspector will visit and make a recommendation. If a replacement is required, the cost will be \$10k for the window plus the cost of installation. The Director will advise the committee of the results of the inspection. No spending request is expected before the fall town meeting.

The committee thanked the Library Director for her presentation and information.

There was no school committee budget update. No cost numbers have been received yet. They are expected on April 24.

There was no DPW update. The capital spending request for the street sweeper will go forward in the May Town Meeting.

Aaron Goodale discussed the cemetery. There are no cemetery capital requirements. A warrant article is planned to transfer \$30k from the account sale of lots (current \$36,000 balance) to the equipment account for the purchase of a tractor. The tractor will include mowing and snow blowing features. A zero turn mower will be needed next year, at the additional cost of \$10,000, to cover areas the tractor cannot reach. Dave Eckhardt moved to support the requested funds transfer. The committee voted approval unanimously.

There are no current capital requests from the town administration. No one appeared to discuss administration capital. All administration capital planning is on hold until after town hall purchase is resolved.

Approval of the minutes of April 8 was postponed until next meeting because no one had read them.

The additional election costs and the requested account transfers were discussed. The extra hours for the town election to meet the State polling hours requirement cost an additional \$2,000. The special election cost is \$5,200. The transfer request is for \$6000 from the reserve fund, \$900 from election purchase services, 300 from election other charges, all to the account election salaries and wages. It appears that most, but not all, costs are salaries. Nevertheless, all additional election costs are being paid from the salaries and wages account. A motion to approve the transfers was made by Dave Eckhardt, the committee approved the transfers unanimously.

The meeting adjourned at 8:04.