

**Finance Committee Meeting Minutes**  
**Town Hall ~ April 4, 2017**  
**Sturbridge, MA**

**Call to Order:**

The chair called the meeting to order at 7:00pm. The following committee members were present: Kathleen Neal (KN), James Waddick (JW), Suzanne Smiley (SS), Joni Light (JL), Jared Burns (JB), Michael Serio (MS), Larry Morrison (LM) and Mike Hager (MH).

Absent: Bruce Boyson (BB)

Guests: Nelson Burlingame (NB), Glenn Colburn (GC)

**Budget Review – Buildings Inspector – Nelson Burlingame**

NB pointed out to the Committee that there has been a significant increase in the number of inspections and requests for permits. So far this year he has issued approximately 700 permits which includes sign permits, electrical permits and building permits. Additionally, FY18 is the second year he has requested 10 additional hours over and above the currently scheduled 25 hours per week. He also suggests increasing the building inspector position to full-time. It is currently a 28 hour per week position. There was discussion around additional responsibilities to rationalize the request for additional staffing hours. NB further explained how the building department brings in revenues that cover the department's salaries and costs.

**Budget Review – Conservation Department – Glenn Colburn**

GC went through the detailed budget for the Conservation Commission. There was discussion on the various town properties and GC pointed out the various projects that are on-going. GC also confirmed that the gates funded from last budget were not yet installed but will be soon.

The Finance Committee voted on the line item budgets with the Finance Committee member who moved the motion listed first as follows:

**Board of Selectman – Jim Waddick**

**Line:**

1	Purchase of Services	\$1,250.00	JW; MS seconds. Motion accepted 8-0-0.
2	Other Charges	\$2,050.00	JW; MS seconds. Motion accepted 8-0-0.
	Total Expenses	\$3,300.00	
	<b>Board of Selectmen Total</b>	<b>\$3,300.00</b>	<b>JW; MS seconds. Motion accepted 8-0-0.</b>

**Town Administrator – Jim Waddick**

**Line:**

3	Personnel Costs	\$205,513.00	JW; SS seconds. Motion accepted 8-0-0.
4	Purchase of Services	\$6,500.00	JW; SS seconds. Motion accepted 8-0-0.
5	Supplies	\$2,850.00	JW; SS seconds. Motion accepted 8-0-0.
6	Other Charges	\$6,600.00	JW; SS seconds. Motion accepted 8-0-0.
7	Matching Grant Funds	\$20,000.00	JW; SS seconds. Motion accepted 8-0-0.
	Total Expenses	\$35,950.00	
	<b>Town Administrator Total</b>	<b>\$241,463.00</b>	<b>JW; SS seconds. Motion accepted 8-0-0.</b>

**Finance Committee – Kathy Neal****Line:**

8	Personnel Costs	\$3,468.00	KN; JW seconds. Motion accepted 8-0-0.
9	Purchase of Services	\$3,400.00	KN; JW seconds. Motion accepted 8-0-0.
10	Other Charges	\$200.00	KN; JW seconds. Motion accepted 8-0-0.
	Total Expenses	\$3,600.00	
	<b>Finance Committee Total</b>	\$7,068.00	KN; JW seconds. Motion accepted 8-0-0.

**Town Accountant – Suzanne Smiley****Line:**

11	Personnel Costs	\$82,716.00	SS; JL seconds. Motion accepted 8-0-0.
12	Purchase of Services	\$1,200.00	SS; JL seconds. Motion accepted 8-0-0.
13	Supplies	\$975.00	SS; JL seconds. Motion accepted 8-0-0.
14	Other Charges	\$625.00	SS; JL seconds. Motion accepted 8-0-0.
	Total Expenses	\$2,800.00	
	<b>Town Accountant Total</b>	\$85,516.00	SS; JL seconds. Motion accepted 8-0-0.

**Board of Assessors – Suzanne Smiley****Line:**

15	Personnel Costs	\$98,999.00	SS; JL seconds. Motion accepted 8-0-0.
16	Purchase of Services	\$32,565.00	SS; JL seconds. Motion accepted 8-0-0.
17	Supplies	\$1,700.00	SS; JL seconds. Motion accepted 8-0-0.
18	Other Charges	\$1,380.00	SS; JL seconds. Motion accepted 8-0-0.
	Total Expenses	\$35,645.00	
	<b>Board of Assessors Total</b>	\$134,644.00	SS; JL seconds. Motion accepted 8-0-0.

**Finance Director – Suzanne Smiley****Line:**

19	Personnel Costs	\$216,397.00	SS; JW seconds. Motion accepted 8-0-0.
20	Purchase of Services	\$11,275.00	SS; JW seconds. Motion accepted 8-0-0.
21	Supplies	\$7,375.00	SS; JW seconds. Motion accepted 8-0-0.
22	Other Charges	\$1,575.00	SS; JW seconds. Motion accepted 8-0-0.
	Total Expenses	\$20,225.00	
	<b>Finance Director Total</b>	\$236,622.00	SS; JW seconds. Motion accepted 8-0-0.

**Town Council – Jared Burns****Line:**

23	Purchase of Services	\$80,000.00	JB; JL seconds. Motion accepted 8-0-0.
	Total Expense	\$80,000.00	
	<b>Town Council Total</b>	\$80,000.00	JB; JL seconds. Motion accepted 8-0-0.

**Information Technology – Suzanne Smiley****Line:**

24	Purchase of Services	\$99,380.00	SS; JW seconds. Motion accepted 8-0-0.
25	Supplies	\$5,000.00	SS; JW seconds. Motion accepted 8-0-0.
26	Capital Outlay	\$50,000.00	SS; JW seconds. Motion accepted 8-0-0.
	Total Expense	\$154,380.00	
	<b>Information Technology Total</b>	\$154,380.00	SS; JW seconds. Motion accepted 8-0-0.

**Town Clerk – Jim Waddick****Line:**

27	Personnel Costs	\$95,090.00	JW; JB seconds. Motion accepted 7-0-1 (KN abstaining).
28	Purchase of Services	\$714.00	JW; JB seconds. Motion accepted 7-0-1 (KN abstaining).
29	Supplies	\$1,400.00	JW; JB seconds. Motion accepted 7-0-1 (KN abstaining).
30	Other Charges	\$1,600.00	JW; JB seconds. Motion accepted 7-0-1 (KN abstaining).
	Total Expenses	\$3,714.00	
	<b>Town Clerk Total</b>	\$98,804.00	JW; JB seconds. Motion accepted 7-0-1 (KN abstaining).

**Elections & Registration – Jim Waddick****Line:**

31	Personnel Costs	\$3,800.00	JW; SS seconds. Motion accepted 8-0-0.
32	Purchase of Services	\$6,480.00	JW; SS seconds. Motion accepted 8-0-0.
33	Supplies	\$1,100.00	JW; SS seconds. Motion accepted 8-0-0.
	Total Expenses	\$7,580.00	
	<b>Elections &amp; Registration Total</b>	\$11,380.00	JW; SS seconds. Motion accepted 8-0-0.

**Conservation Commission – Mike Hager****Line:**

34	Personnel Costs	\$72,427.00	MH; JB seconds. Motion accepted 8-0-0.
35	Purchase of Services	\$8,068.00	MH; JB seconds. Motion accepted 8-0-0.
36	Supplies	\$1,300.00	MH; JB seconds. Motion accepted 8-0-0.
37	Other Charges	\$600.00	MH; JB seconds. Motion accepted 8-0-0.
	Total Expenses	\$9,968.00	
	<b>Conservation Commission Total</b>	<b>\$82,395.00</b>	<b>MH; JB seconds. Motion accepted 8-0-0.</b>

**Town Planner – Mike Hager****Line:**

38	Personnel Costs	\$123,116.00	MH; SS seconds. Motion accepted 8-0-0.
39	Purchase of Services	\$38,145.00	MH; SS seconds. Motion accepted 8-0-0.
40	Supplies	\$3,400.00	MH; SS seconds. Motion accepted 8-0-0.
41	Intergovernmental	\$2,527.00	MH; SS seconds. Motion accepted 8-0-0.
42	Other Charges	\$938.00	MH; SS seconds. Motion accepted 8-0-0.
	Total Expenses	\$45,010.00	
	<b>Planning Department Total</b>	<b>\$168,126.00</b>	<b>MH; SS seconds. Motion accepted 8-0-0.</b>

**Zoning Board of Appeals – Mike Hager****Line:**

43	Purchase of Services	\$500.00	MH; JB seconds. Motion accepted 8-0-0.
44	Supplies	\$350.00	MH; JB seconds. Motion accepted 8-0-0.
45	Other Charges	\$90.00	MH; JB seconds. Motion accepted 8-0-0.
	Total Expenses	\$940.00	
	<b>Zoning Board of Appeals Total</b>	<b>\$940.00</b>	<b>MH; JB seconds. Motion accepted 8-0-0.</b>

**Town Hall – Mike Hager****Line:**

53	Purchase of Services	\$48,525.00	MH; JW seconds. Motion accepted 8-0-0.
54	Supplies	\$2,200.00	MH; JW seconds. Motion accepted 8-0-0.
	Total Expenses	\$50,725.00	
	<b>Town Hall Total</b>	<b>\$50,725.00</b>	<b>MH; JW seconds. Motion accepted 8-0-0.</b>

**Center Office Building – Mike Hager****Line:**

55	Purchase of Services	\$36,375.00	MH; SS seconds. Motion accepted 8-0-0.
56	Supplies	\$1,200.00	MH; SS seconds. Motion accepted 8-0-0.
	Total Expenses	\$37,575.00	
	<b>Center Office Building Total</b>	<b>\$37,575.00</b>	<b>MH; SS seconds. Motion accepted 8-0-0.</b>

**Senior Center Building – Mike Hager****Line:**

57	Purchase of Services	\$33,737.00	MH; JW seconds. Motion accepted 8-0-0.
58	Supplies	\$1,700.00	MH; JW seconds. Motion accepted 8-0-0.
	Total Expenses	\$35,437.00	
	<b>Senior Center Building Total</b>	<b>\$35,437.00</b>	<b>MH; JW seconds. Motion accepted 8-0-0.</b>

**Safety Complex – Joni Light****Line:**

61	Purchase of Services	\$97,720.00	JL; JB seconds. Motion accepted 8-0-0.
62	Supplies	\$10,200.00	JL; JB seconds. Motion accepted 8-0-0.
	Total Expenses	\$107,920.00	
	<b>Safety Complex Total</b>	<b>\$107,920.00</b>	<b>JL; JB seconds. Motion accepted 8-0-0.</b>

**8 Brookfield Road – Mike Hager****Line:**

64	Purchase of Services	\$1,500.00	MH; JB seconds. Motion accepted 8-0-0.
	Total Expenses	\$1,500.00	
	<b>8 Brookfield Road</b>	<b>\$1,500.00</b>	<b>MH; JB seconds. Motion accepted 8-0-0.</b>

**Sealer of Weights & Measures – Mike Hager****Line:**

78	Purchase of Services	\$5,350.00	MH; JB seconds. Motion accepted 8-0-0.
	Total Expenses	\$5,350.00	
	<b>Sealer of Weights &amp; Measures Total</b>	<b>\$5,350.00</b>	<b>MH; JB seconds. Motion accepted 8-0-0.</b>

**Inspectors – Mike Hager****Line:**

79	Personnel Costs	\$40,000.00	MH; SS seconds. Motion accepted 8-0-0.
80	Purchase of Services	\$300.00	MH; SS seconds. Motion accepted 8-0-0.
81	Supplies	\$500.00	MH; SS seconds. Motion accepted 8-0-0.
82	Other Charges	\$2,460.00	MH; SS seconds. Motion accepted 8-0-0.
	Total Expenses	\$3,260.00	
	<b>Inspectors Total</b>	<b>\$43,260.00</b>	<b>MH; SS seconds. Motion accepted 8-0-0.</b>

**Education – Larry Morrison****Line:**

87	Burgess Elementary School	\$11,120,234.00	LM; JB seconds. Motion accepted 8-0-0.
	Total Burgess	\$11,120,234.00	
88	Tantasqua Town Share	\$6,563,877.00	LM; JB seconds. Motion accepted 8-0-0.
89	Tant. Transportation Assessment	\$148,829.00	LM; JB seconds. Motion accepted 8-0-0.
	Total Tantasqua	\$6,712,706.00	
	<b>Education Total</b>	<b>\$17,832,940.00</b>	<b>LM; JB seconds. Motion accepted 8-0-0.</b>

**Joshua Hyde Library Operations – Jared Burns****Line:**

121	Personnel Costs	\$348,110.00	JB; SS seconds. Motion accepted 8-0-0.
122	Purchase of Services	\$19,980.00	JB; SS seconds. Motion accepted 8-0-0.
123	Supplies	\$3,500.00	JB; SS seconds. Motion accepted 8-0-0.
124	Library Materials	\$94,494.00	JB; SS seconds. Motion accepted 8-0-0.
125	Other Charges	\$2,565.00	JB; SS seconds. Motion accepted 8-0-0.
	Total Expenses	\$120,539.00	
	<b>Joshua Hyde Library Operations Total</b>	<b>\$468,649.00</b>	<b>JB; SS seconds. Motion accepted 8-0-0.</b>

**No New Business****No Public Access**

MH moved the motion to adjourn at 9:43pm; JB seconds. Meeting adjourned.

/jml