**Finance Committee Meeting Minutes**

**Town Hall ~ June 6, 2020**

**Sturbridge, MA**

**Call to Order**

The Finance Committee Chair called the Finance Committee meeting to order at 6:32 pm. The following committee members were present: Kathy Neal (KN), James Waddick (JW), Joni Light (JL), Larry Morrison (LM),

Kevin Smith (KS), Michael Hager (MH), Bruce Boyson (BB), and Jared Burns (JB). Karen Davis (KD) arrived at 6:41 pm.

Guests: Jeff Bridges (JBr), Town Administrator; Barbara Barry (BBa), Finance Director; Robyn Chrabascz (RC), Facilities Coordinator

This meeting was held remotely pursuant to Governor Baker’s March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, and the Governor’s March 15, 2020, order imposing strict limitations of the number of people that may gather in one place. The meeting was held via the GoToMeeting application, recorded, and posted on the Town website.

KN read an introduction to the virtual meeting.

**Reserve Fund Transfer – Safety Complex**

Facilities Coordinator request for $3,170.00 to bring the existing underground storage tank at the Safety Complex into compliance with current Department of Environmental Protection regulations. KS moved the motion to approve the transfer of $3,170.00 to Safety Complex-Purchase of Services, Account #11972-52000; BB seconds. Motion accepted 8-0-0.

Roll call vote:

LM, yes JB, yes JL, yes JW, yes MH, yes

KS, yes BB, yes KN, yes

RC explained that she has been working with the State Department of Environmental Protection for six months to bring the underground storage tank into compliance; a recent inspection shows that pieces are missing for the tank’s overflow protection system. She said that this expense is to fund the necessary repairs to bring the tank into compliance.

**Reserve Fund Transfer – Planning Department**

Planning Department request for $284.00 to pay American Planning Association dues for Jean Bubon. LM moved the motion to approve the transfer of $284.00 to Other Charges, Account #11752-57000; JB seconds. Motion accepted 8-0-1.

Roll call vote:

JB, yes JL, yes JW, yes MH, yes KS, yes

BB, yes KD, abstained LM, yes KN, yes

BBa stated the American Planning Association requests that annual dues are paid by June first, but last year they were paid in July instead. She said this was forgotten about until the dues for this year were recently paid; she added that this means that dues were paid twice in Fiscal Year 2020.

**Review of Revised Fiscal Year 2021 Education Budget**

KS moved the motion to reconsider Burgess Elementary School, line 46; JL seconds. Motion accepted 9-0-0.

Roll call vote:

JL, yes JW, yes MH, yes KS, yes BB, yes

KD, yes LM, yes JB, yes KN, yes

The motion was moved to recommend revised line 46 for a total of $12,047,819.00 by KS; LM seconds. Motion accepted 9-0-0.

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| **Line** | **Account** | **Education** |  |  |
|  | 13002-53000 | Burgess Elementary School | $12,047,819.00 |  |
| 46 |  | Total Burgess | $12,047,819.00 | KS; LM seconds. Motion accepted 9-0-0. |

Roll call vote:

LM, yes JB, yes JL, yes JW, yes MH, yes

KS, yes BB, yes KD, yes KN, yes

KS explained that the school committee met to make cuts where it felt it could due to expected Chapter 70 shortfalls. He said that a Central Office position has been cut and Professional Development has been reduced by $12,000.00. He added that plans have been developed for additional cuts if more reductions are needed when more information is released by the State.

**Overview of Revised Fiscal Year 2021 Budget**

BBa stated that the Board of Selectmen (BOS) has requested that the real estate tax rate be maintained at the Fiscal Year (FY) 2020 level. She said that she expects a significant drop in revenue in FY2021 but added that this is further complicated by the fact that the State has not released any information on State aid for FY2021. She stated that it is very difficult to build a budget when you don’t know the end game. JBr explained that the Department of Public Works and Fire Department have agreed to cuts, but he has not reached consensus with the Police Department. JBr stated that all departments’ travel budgets were eliminated as there are currently no meetings or trainings allowed. He explained that all of the new positions or increases in hours have been retained; he said that it is still necessary to provide services for the community. He added that he has removed a few months of pay from the Police Chief’s salary because a new chief has not yet been hired. JBr said that the Group Insurance is reduced due to premium relief from the provider. KN added that the actual reductions in salaries is $34,924.00.

**Reconsideration of Fiscal Year 2021 Budgets**

KN moved the motion to reconsider the budget items listed in the FY21 Budget Adjustments Document; JW seconds. Motion accepted 9-0-0.

Roll call vote:

LM, yes JB, yes JL, yes JW, yes MH, yes

KS, yes BB, yes KD, yes KN, yes

**Review of Revised Fiscal Year 2021 Town Administrator Budget**

KS moved the motion to recommend the revised Town Administrator Total of $248,919.00; JW seconds. Motion accepted 9-0-0.

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| **Line** | **Account** | **Town Administrator** |  |  |
|  |  | Department Head Salaries | $150,000.00 |  |
|  |  | Merit Based Pay Incentive | $26,602.00 |  |
|  |  | Salaries/ Wages | $38,967.00 |  |
| 2 | 11231 | Personnel Costs | $215,569.00 |  |
|  |  |  |  |  |
|  | 11232-52000 | Purchase of Services | $19,500.00 |  |
|  | 11232-54000 | Supplies | $2,850.00 |  |
|  | 11232-57000 | Other Charges | $6,000.00 |  |
|  | 11232-58000 | Matching Grant Funds | $5,000.00 |  |
| 3 |  | Total Expenses | $33,350.00 |  |
|  |  |  |  |  |
|  |  | **Town Administrator Total** | $248,919.00 | KS; JW seconds. Motion accepted 9-0-0. |

Roll call vote:

LM, yes JB, yes JL, yes JW, yes MH, yes

KS, yes BB, yes KD, yes KN, yes

**Review of Revised Fiscal Year 2021 Finance Committee Budget**

KS moved the motion to recommend the new Finance Committee Total of $7,288.00; JW seconds. Motion accepted 9-0-0.

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| **Line** | **Account** | **Finance Committee** |  |  |
| 4 | 11311 | Personnel Costs | $3,688.00 |  |
|  |  |  |  |  |
|  | 11312-52000 | Purchase of Services | $3,400.00 |  |
|  | 11312-57000 | Other Charges | $200.00 |  |
| 5 |  | Total Expenses | $3,600.00 |  |
|  |  |  |  |  |
|  |  | **Finance Committee Total** | $7,288.00 |  |
|  |  |  |  |  |
|  |  |  |  | KS; JW seconds. Motion accepted 9-0-0. |

***This salary is for the Recording Secretary not for any members of the Finance Committee.***

Roll call vote:

LM, yes JB, yes JL, yes JW, yes MH, yes

KS, yes BB, yes KD, yes KN, yes

**Review of Revised Fiscal Year 2021 Town Accountant, Board of Assessors, Finance Director, Information Technology, Town Clerk, Conservation Commission, Town Planner, Facilities, Joshua Hyde Library Building, Police Department, Fire Department, Building Inspector, Department of Public Works, Landfill/Recycling Center, Board of Health, Inspections and Testing, Veteran’s Services, Joshua Hyde Library, Recreation, Debt Service, and Central Purchasing Budgets**

KN read all remaining adjustments to the budget. JB moved the motion to recommend the remaining changes to the budget items in the FY21 Budget Adjustments Document with the exception of the following items placed on hold: Tree Warden, Council on Aging, Unclassified; LM seconds. Motion accepted 8-0-1.

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| **Line** | **Account** | **Town Accountant** |  |  |
|  |  | Department Head Salaries | $81,695.00 |  |
|  |  | Salaries/ Wages | $15,884.00 |  |
|  |  | Longevity | $150.00 |  |
| 6 | 11351 | Personnel Costs | $97,729.00 |  |
|  |  |  |  |  |
|  | 11352-52000 | Purchase of Services | $2,900.00 |  |
|  | 11352-54000 | Supplies | $675.00 |  |
|  | 11352-57000 | Other Charges | $225.00 |  |
| 7 |  | Total Expenses | $3,800.00 |  |
|  |  |  |  |  |
|  |  | **Town Accountant Total** | $101,529.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Board of Assessors** |  |  |
|  |  | Department Head Salaries | $85,169.00 |  |
|  |  | Salaries/ Wages | $31,200.00 |  |
|  |  | Longevity | $250.00 |  |
| 8 | 11411 | Personnel Costs | $116,619.00 |  |
|  |  |  |  |  |
|  | 11412-52000 | Purchase of Services | $29,070.00 |  |
|  | 11412-54000 | Supplies | $1,700.00 |  |
|  | 11412-57000 | Other Charges | $1,190.00 |  |
| 9 |  | Total Expenses | $31,960.00 |  |
|  |  |  |  |  |
|  |  | **Board of Assessors Total** | $148,579.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Finance Director** |  |  |
|  |  | Department Head Salaries | $112,139.00 |  |
|  |  | Salaries/ Wages | $116,631.00 |  |
|  |  | Stipend | $1,000.00 |  |
|  |  | Longevity | $950.00 |  |
| 10 | 11451 | Personnel Costs | $230,720.00 |  |
|  |  |  |  |  |
|  | 11452-52000 | Purchase of Services | $26,960.00 |  |
|  | 11452-54000 | Supplies | $7,375.00 |  |
|  | 11452-57000 | Other Charges | $1,375.00 |  |
| 11 |  | Total Expenses | $35,710.00 |  |
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|  |  | **Finance Director Total** | $266,430.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Information Technology** |  |  |
|  |  | Department Head Salaries | $66,303.00 |  |
| 13 | 11551 | Personnel Costs | $66,303.00 |  |
|  |  |  |  |  |
|  | 11552-52000 | Purchase of Services | $72,995.00 |  |
|  | 11552-54000 | Supplies | $5,000.00 |  |
|  | 11552-58050 | Capital Outlay | $42,876.00 |  |
| 14 |  | Total Expense | $120,871.00 |  |
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|  |  | **Information Technology Total** | $187,174.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Town Clerk** |  |  |
|  |  | Department Head Salaries | $70,000.00 |  |
|  |  | Salaries/ Wages | $37,801.00 |  |
| 15 | 11611 | Personnel Costs | $107,801.00 |  |
|  |  |  |  |  |
|  | 11612-52000 | Purchase of Services | $1,973.00 |  |
|  | 11612-54000 | Supplies | $1,400.00 |  |
|  | 11612-57000 | Other Charges | $1,500.00 |  |
| 16 |  | Total Expenses | $4,873.00 |  |
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|  |  | **Town Clerk Total** | $112,674.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Conservation Commission** |  |  |
|  |  | Department Head Salaries | $64,349.00 |  |
|  |  | Salaries/ Wages | $21,868.00 |  |
| 19 | 11711 | Personnel Costs | $86,217.00 |  |
|  |  |  |  |  |
|  | 11712-52000 | Purchase of Services | $11,068.00 |  |
|  | 11712-54000 | Supplies | $1,650.00 |  |
|  | 11712-57000 | Other Charges | $667.00 |  |
| 20 |  | Total Expenses | $13,385.00 |  |
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|  |  | **Conservation Commission Total** | $99,602.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Town Planner** |  |  |
|  |  | Department Head Salaries | $99,226.00 |  |
|  |  | Salaries/ Wages | $36,632.00 |  |
|  |  | Longevity | $300.00 |  |
| 21 | 11751 | Personnel Costs | $136,158.00 |  |
|  |  |  |  |  |
|  | 11752-52000 | Purchase of Services | $39,145.00 |  |
|  | 11752-54000 | Supplies | $3,750.00 |  |
|  | 11752-56000 | Intergovernmental | $2,721.00 |  |
|  | 11752-57000 | Other Charges | $1,225.00 |  |
| 22 |  | Total Expenses | $46,841.00 |  |
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|  |  | **Planning Department Total** | $182,999.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Facilities** |  |  |
|  |  | Department Head Salaries | $67,762.00 |  |
|  |  | Salaries/ Wages | $49,655.00 |  |
| 26 | 11911 | Personnel Costs | $117,417.00 |  |
|  |  |  |  |  |
|  | 11912-52000 | Purchase of Services | $850.00 |  |
|  | 11912-54000 | Supplies | $4,100.00 |  |
|  | 11912-57000 | Other Charges | $800.00 |  |
| 27 |  | Total Expenses | $5,750.00 |  |
|  |  |  |  |  |
|  |  | **Facilities Total** | $123,167.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Joshua Hyde Library Building** |  |  |
|  | 11962-52000 | Purchase of Services | $21,680.00 |  |
|  | 11962-54000 | Supplies | $1,650.00 |  |
| 31 |  | Total Expenses | $23,330.00 |  |
|  |  |  |  |  |
|  |  | **Joshua Hyde Library Building Total** | $23,330.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Police Department** |  |  |
|  |  | Department Head Salaries | $125,000.00 |  |
|  |  | Salaries/ Wages | $2,292,216.00 |  |
|  |  | Longevity | $8,200.00 |  |
|  |  | Stipend Emergency Mgmt | $0.00 |  |
|  |  | Overtime | $464,728.00 |  |
| 35 | 12101 | Personnel Costs | $2,890,144.00 |  |
|  |  |  |  |  |
|  | 12102-52000 | Purchase of Services | $94,941.00 |  |
|  | 12102-54000 | Supplies | $65,012.00 |  |
|  | 12102-57000 | Other Charges | $10,257.00 |  |
|  | 12102-58050 | Capital Outlay | $61,800.00 |  |
| 36 |  | Total Expenses | $232,010.00 |  |
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|  |  | **Police Department Total** | $3,122,154.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Fire Department** |  |  |
|  |  | Department Head Salaries | $114,483.00 |  |
|  |  | Salaries/ Wages | $1,188,061.00 |  |
|  |  | Overtime | $254,952.00 |  |
|  |  | Longevity | $2,050.00 |  |
| 37 | 12201 | Personnel Costs | $1,559,546.00 |  |
|  |  |  |  |  |
|  | 12202-52000 | Purchase of Services | $115,424.00 |  |
|  | 12202-54000 | Supplies | $75,800.00 |  |
|  | 12202-57000 | Other Charges | $6,900.00 |  |
| 38 |  | Total Expenses | $198,124.00 |  |
|  |  |  |  |  |
|  |  | **Fire Department Total** | $1,757,670.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Building Inspector** |  |  |
|  |  | Department Head Salaries | $85,643.00 |  |
|  |  | Salaries/ Wages | $40,323.00 |  |
|  |  | Longevity | $300.00 |  |
| 39 | 12411 | Personnel Costs | $126,266.00 |  |
|  |  |  |  |  |
|  | 12412-52000 | Purchase of Services | $1,620.00 |  |
|  | 12412-54000 | Supplies | $1,990.00 |  |
|  | 12412-57000 | Other Charges | $700.00 |  |
| 40 |  | Total Expenses | $4,310.00 |  |
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|  |  | **Building Inspector Total** | $130,576.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Department of Public Works** |  |  |
|  |  | Department Head Salaries | $83,275.00 |  |
|  |  | Salaries/ Wages | $832,076.00 |  |
|  |  | Overtime | $14,000.00 |  |
|  |  | Longevity | $1,250.00 |  |
| 49 | 14101 | Personnel Costs | $930,601.00 |  |
|  |  |  |  |  |
|  | 14102-52000 | Purchase of Services | $72,010.00 |  |
|  | 14102-54000 | Supplies | $94,500.00 |  |
|  | 14102-57000 | Other Charges | $6,800.00 |  |
| 50 |  | Total Expenses | $173,310.00 |  |
|  |  |  |  |  |
|  |  | **Department of Public Works Total** | $1,103,911.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Landfill/Recycling Center** |  |  |
|  |  | Salaries/ Wages | $118,126.00 |  |
|  |  | Overtime | $1,500.00 |  |
|  |  | Longevity | $100.00 |  |
| 53 | 14301 | Personnel Costs | $119,726.00 |  |
|  |  |  |  |  |
|  | 14302-52000 | Purchase of Services | $164,535.00 |  |
|  | 14302-54000 | Supplies | $5,100.00 |  |
| 54 |  | Total Expenses | $169,635.00 |  |
|  |  |  |  |  |
|  |  | **Landfill/Recycling Center Total** | $289,361.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Board of Health** |  |  |
|  |  | Department Head Salaries | $74,757.00 |  |
|  |  | Salaries/ Wages | $26,506.00 |  |
| 55 | 15101 | Personnel Costs | $101,263.00 |  |
|  |  |  |  |  |
|  | 15102-52000 | Purchase of Services | $4,450.00 |  |
|  | 15102-54000 | Supplies | $2,600.00 |  |
|  | 15102-57000 | Other Charges | $1,800.00 |  |
| 56 |  | Total Expenses | $8,850.00 |  |
|  |  |  |  |  |
|  |  | **Board of Health Total** | $110,113.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Inspections & Testing** |  |  |
|  |  | Public Health Inspector | $47,338.00 |  |
| 58 | 15202 | Personnel Costs | $47,338.00 |  |
|  |  |  |  |  |
|  |  | **Inspections & Testing Total** | $47,338.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Veterans' Services** |  |  |
|  |  | Salaries/ Wages | $9,651.00 |  |
| 61 | 15431 | Personnel Costs | $9,651.00 |  |
|  |  |  |  |  |
|  | 15432-52000 | Purchase of Services | $250.00 |  |
|  | 15432-54000 | Supplies | $575.00 |  |
|  | 15432-54100 | American Legion | $1,600.00 |  |
|  | 15432-54400 | Memorial/Veterans' Day | $3,200.00 |  |
|  | 15432-57000 | Other Charges | $500.00 |  |
|  | 15432-57700 | Veterans' Benefits | $51,500.00 |  |
| 62 |  | Total Expenses | $57,625.00 |  |
|  |  |  |  |  |
|  |  | **Veterans' Services Total** | $67,276.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Joshua Hyde Library Operations** |  |  |
|  |  | Department Head Salaries | $86,115.00 |  |
|  |  | Salaries/ Wages | $300,264.00 |  |
|  |  | Longevity | $1,550.00 |  |
| 63 | 16101 | Personnel Costs | $387,929.00 |  |
|  |  |  |  |  |
|  | 16102-52000 | Purchase of Services | $19,707.00 |  |
|  | 16102-54000 | Supplies | $3,600.00 |  |
|  | 16102-55820 | Library Materials | $100,000.00 |  |
|  | 16102-57000 | Other Charges | $2,400.00 |  |
| 64 |  | Total Expenses | $125,707.00 |  |
|  |  |  |  |  |
|  |  | **Joshua Hyde Library Operations Total** | $513,636.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Recreation** |  |  |
|  |  | Department Head Salaries | $49,055.00 |  |
|  |  | Salaries/ Wages | $31,457.00 |  |
|  |  | Longevity | $0.00 |  |
| 65 | 16301 | Personnel Costs | $80,512.00 |  |
|  |  |  |  |  |
|  | 16302-52000 | Purchase of Services | $12,079.00 |  |
|  | 16302-54000 | Supplies | $2,680.00 |  |
|  | 16302-56320 | Team Sports | $7,500.00 |  |
|  | 16302-57000 | Other Charges | $210.00 |  |
| 66 |  | Total Expenses | $22,469.00 |  |
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|  |  | **Recreation Total** | $102,981.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Debt Service Interest** |  |  |
|  | 17502-59250 | Short-Term Interest | $5,000.00 |  |
|  | 17502-59193 | Burgess Elementary School | $310,966.00 |  |
|  | 17502-59192 | Town Hall | $53,303.00 |  |
| 70 |  | Total Expenses | $369,269.00 |  |
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|  |  | **Debt Service Interest Total** | $369,269.00 | JB; LM seconds. Motion accepted 8-0-1. |

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| **Line** | **Account** | **Central Purchasing** |  |  |
|  | 19152-52310 | Telephone | $35,000.00 |  |
|  | 19152-52315 | Postage | $21,000.00 |  |
|  | 19152-54800 | Gasoline | $150,000.00 |  |
|  | 19152-52320 | Water/Sewer | $12,000.00 |  |
|  | 19152-54200 | Copiers | $6,100.00 |  |
|  | 19152-53420 | Slate Roof Maint Plan | $0.00 |  |
|  | 19152-56553 | Fleet Vehicles | $1,500.00 |  |
|  | 19152-56559 | Window Cleaning | $0.00 |  |
|  | 19152-56561 | Exterior Painting TH/COB | $0.00 |  |
|  | 19152-57927 | E-Z Pass | $1,200.00 |  |
|  | 19152-57928 | Electricity | $80,000.00 |  |
|  |  | Trash Removal/Recycling | $9,200.00 |  |
|  |  | Fire Extinguishers (Bldgs.) | $3,000.00 |  |
| 72 |  | Total Expenses | $319,000.00 | JB; LM seconds. Motion accepted 8-0-1. |
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Roll call vote for the revised budget items listed:

LM, yes JB, yes JL, yes JW, yes MH, abstained

KS, yes BB, yes KD, yes KN, yes

**Review of Revised Fiscal Year 2021 Tree Warden Budget**

KS moved the motion to recommend the new Tree Warden total of $27,603.00; LM seconds. Motion accepted 6-3-0.

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| **Line** | **Account** | **Tree Warden** |  |  |
|  |  | Salaries/ Wages | $8,787.00 |  |
| 44 | 12941 | Personnel Costs | $8,787.00 |  |
|  |  |  |  |  |
|  | 12942-52000 | Purchase of Services | $16,956.00 |  |
|  | 12942-54000 | Supplies | $675.00 |  |
|  | 12942-57000 | Other Charges | $1,185.00 |  |
| 45 |  | Total Expenses | $18,816.00 |  |
|  |  |  |  |  |
|  |  | **Tree Warden Total** | $27,603.00 | KS; LM seconds. Motion accepted 6-3-0. |

Roll call vote:

LM, yes JB, no JL, no JW, yes MH, yes

KS, yes BB, yes KD, yes KN, no

Discussion centered on the definition of stipend and whether the stipend only covered expenses or was an amount paid rather than an hourly wage to cover time, energy and expenses. JBr stated that Tom Chamberland did tremendous work as Tree Warden, but the need continues for the new Tree Warden to work and handle calls every day.

**Review of Revised Fiscal Year 2021 Council on Aging Budget**

LM moved the motion to recommend the new Council on Aging total of $142,835.00; KS seconds. Motion accepted 9-0-0.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Council on Aging** |  |  |
|  |  | Department Head Salaries | $60,880.00 |  |
|  |  | Salaries/ Wages | $72,750.00 |  |
|  |  | Longevity | $475.00 |  |
| 59 | 15411 | Personnel Costs | $134,105.00 |  |
|  |  |  |  |  |
|  | 15412-52000 | Purchase of Services | $2,030.00 |  |
|  | 15412-54000 | Supplies | $1,975.00 |  |
|  | 15412-57000 | Other Charges | $725.00 |  |
|  | 15412-57110 | Transportation | $4,000.00 |  |
| 60 |  | Total Expenses | $8,730.00 |  |
|  |  |  |  |  |
|  |  | **Council on Aging Total** | $142,835.00 | LM; KS seconds. Motion accepted 9-0-0. |

Roll call vote:

LM, yes JB, yes JL, yes JW, yes MH, yes KS, yes BB, yes KD, yes KN, yes

BBa stated that she forgot to add the step to the department head salary when the budget was initially prepared, so this increase is the correction of that error.

**Review of Revised Fiscal Year Unclassified Budget**

KS moved the motion to recommend the new Unclassified Budget total of $4,365,694.00; BB seconds. Motion accepted 7-2-0.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Unclassified** |  |  |
|  | 19102-51700 | Group Insurance | $1,820,000.00 |  |
|  | 19102-51750 | Unemployment | $25,000.00 |  |
|  | 19102-51800 | Worcester Retirement System | $1,501,694.00 |  |
|  | 19102-51950 | Medicare Tax | $241,000.00 |  |
|  | 19102-52110 | Street Lights | $60,000.00 |  |
|  | 19102-52119 | Energy Consulting | $4,000.00 |  |
|  | 19102-52630 | Town Audit | $31,000.00 |  |
|  | 19102-52640 | School Audit | $4,000.00 |  |
|  | 19102-52650 | OPEB Study | $1,000.00 |  |
|  | 19102-53030 | Legal Fees | $10,000.00 |  |
|  | 19102-53070 | Tax Title | $5,000.00 |  |
|  | 19102-53090 | Town Report | $3,000.00 |  |
|  | 19102-57410 | Insurance Blanket | $392,000.00 |  |
|  | 19102-57926 | Insurance Deductible | $5,000.00 |  |
|  | 19102-57800 | Reserve Fund | $163,000.00 |  |
|  | 19102-58318 | Student Activity | $0.00 |  |
|  |  | Future Wage Obligations | $100,000.00 |  |
| 71 |  | Total Expenses | $4,365,694.00 |  |
|  |  |  |  |  |
|  |  | **Total Unclassified** | $4,365,694.00 | KS; BB seconds. Motion accepted 7-2-0. |

Roll call vote:

LM, yes JB, yes JL, no JW, yes MH, yes

KS, yes BB, no KD, yes KN, yes

Discussion centered on whether to remove the Future Wage Obligations line. JBr stated that these changes are coming, and this line item allows funding to be available for both the new police contract and the changes that will come from the personnel classification study. KS added that it gives people the sense of what the costs will be and puts the amount in raise and appropriate where it should be. JBr said that the personnel classification study has been held up due to COVID-19 but he expects that the Personnel Committee to have the report by the end of June. After Personnel has reviewed and evaluated the report, it will go the the BOS. JL said that she would prefer the police contract and personnel classification study be funded after the fact by a Warrant Article or a Reserve Fund Transfer. JBr added that putting in the line item shows the voters what resources are needed for the upcoming year. KS stated that there should be an explanation to the voters in the text box of why this item has been added.

**Review of Annual Meeting Warrant Articles**

KN pointed out that Town Counsel made minor wording changes to Article 15 for clarification.

Article 16 – Road Construction, Repairs and Maintenance – KS moved the motion to reconsider Article 16; JB seconds. Motion accepted 9-0-0.

Roll call vote:

LM, yes JB, yes JL, yes JW, yes MH, yes

KS, yes BB, yes KD, yes KN, yes

KS moved the motion to recommend revised Article 16 as written; MH seconds. Motion accepted 9-0-0.

Roll call vote:

LM, yes JB, yes JL, yes JW, yes MH, yes

KS, yes BB, yes KD, yes KN, yes

JBr stated that the Town will use Chapter 90 funds to replace the funding removed by the Article. KS requested than KN add a note in the summary box to this effect. BBa said that the Town has been saving Chapter 90 funds in case no funding is available for the Champeaux Road bridge, but the fund is used for other purposes.

Article 19 – Betterment Committee – LM pointed out that the word “Thousand” is missing. KS moved the motion to recommend Article 19 as written; JL seconds. After discussion, LM called the question.

Motion accepted 5-4-0. Roll call vote on the call:

LM, yes JB, yes JL, no JW, no MH, yes

KS, no BB, no KD, yes KN, yes

Motion accepted 6-3-0. Roll call vote on Article 19:

LM, yes JB, yes JL, no JW, no MH, yes

KS, yes BB, no KD, yes KN, yes

JBr explained that the cuts to the Betterment budget have been made to preserve funding for Fiscal Year 2022 when it is expected that the current COVID-19 situation will continue to have a negative impact on the budget. Discussion followed as to whether the funds would be split between Betterment and the Sturbridge Tourist Association (STA). KS explained that the STA is now a Town-run entity and things are not the way they used to be. JW suggested that further items could be cut from the Betterment budget; MH stated that every year there are things in Betterment that someone doesn’t like and the process should be left to the Betterment Committee.

Article 20 – Capital Improvement Plan – KS moved the motion to recommend Article 20 as written; JW seconds. Motion accepted 9-0-0.

Roll call vote:

JW, yes MH, yes KS, yes BB, yes KD, yes LM, yes JB, yes JL, yes KN, yes

JBr explained that the Safety Complex cameras will only be installed outside in FY21. He stated that the Town needs a new fire pumper as soon as possible because the Town is currently using a borrowed pumper. The question was raised as to the lack of specificity of the number of chairs for the Safety Complex dispatchers; JBr said the number of chairs could be added. KD questioned the elimination of storage and records management at the Center Office Building. BBa clarified that the conversion of the meeting room to office space was still in the budget.

Article 21 – Ambulance Stabilization Fund – BBa stated that the balance for the text box is $187,266.00.

Article 22 – OPEB Trust Fund – KS moved the motion to recommend Article 22 as written; LM seconds. Motion accepted 9-0-0.

Roll call vote:

JW, yes MH, yes KS, yes BB, yes KD, yes

LM, yes JB, yes JL, yes KN, yes

BBa explained that the Department of Revenue has spoken to the ratings agency and it is understood that due to the current circumstances this obligation will not be funded as in the past. BBa stated that the balance for the text box if $1,105,804.00.

Article 23 – Tax Rate Support – KS moved the motion to recommend Article 23 as written; JW seconds. Motion accepted 9-0-0.

Roll call vote:

KS, yes BB, yes KD, yes LM, yes JB, yes

JL, yes JW, yes MH, yes KN, yes

Article 26 – Water Department – KS moved the motion to recommend Article 26 as written; JB seconds. Motion accepted 9-0-0.

Roll call vote:

BB, yes KD, yes LM, yes JB, yes JL, yes

JW, yes MH, yes KS, yes KN, yes

BBa stated that the Water Reserve Fund balance is $556,267.00 before the transfer. She explained that the increase in miscellaneous expenses is for an engineering study to replace the Maple Street water line. JBr said that the Board of Selectmen requested that the water rates not increase. BBa explained that the portion of the DPW Director’s salary that is funded by the Water and Sewer Departments will be cut as part of the salary adjustments, but the amount is minimal and will not impact those budgets.

Article 27 – Sewer Department – KS moved the motion to recommend Article 29 as written; MH seconds. Motion accepted 9-0-0.

Roll call vote:

LM, yes JB, yes JL, yes JW, yes MH, yes

KS, yes BB, yes KD, yes KN, yes

BBa explained that different chemicals are being used that are less costly. She said the Sewer Reserve Fund balance is $2,033,000.00.

Article 29 – Inflow and Infiltration Study and Repair – KS moved the motion to recommend Article 29 as written; JW seconds. Motion accepted 9-0-0.

Roll call vote:

LM, yes JB, yes JL, yes JW, yes MH, yes

KS, yes BB, yes KD, yes KN, yes

Reconsideration of Article 42 – Property Tax Exemption for Gold Star Parents – KN stated that Town Counsel has reviewed the former Article 42 and indicated that this article should be split into two separate articles. JW moved the motion to reconsider Article 42; MH seconds. Motion accepted 8-0-1.

Roll call vote:

LM, yes JB, yes JL, yes JW, yes MH, yes

KS, yes BB, yes KD, abstained KN, yes

Article 40 – Property Tax Exemption for Veterans and Their Spouses – KS moved the motion to recommend Article 40 as written; JW seconds. Motion accepted 9-0-0.

Roll call vote:

LM, yes JB, yes JL, yes JW, yes MH, yes

KS, yes BB, yes KD, yes KN, yes

JBr stated that this is a clarification of the process; he added that the law allows for a property to be held in trust for a qualifying veteran.

Article 41 – Property Tax Exemption for Gold Star Parents – KS moved the motion to take no action on Article 41; JL seconds. Motion accepted 7-2-0.

Roll call vote:

LM, no JB, yes JL, yes JW, yes MH, yes

KS, yes BB, no KD, yes KN, yes

BB requested additional time to work on the wording of the Article. MH stated that the wording was not the issue, but the concern is with the unknown potential financial impact. JBr said a substitution motion could be brought forth at Town Meeting. MH suggested that BB help the Veteran’s Agent to prepare his argument for Town Meeting.

Article 44 – Tax Rate Relief From Stabilization – MH moved the motion that the recommendation of the Finance Committee for Article 44 will be provided at Town Meeting; BB seconds. Motion accepted 9-0-0.

Roll call vote:

LM, yes JB, yes JL, yes JW, yes MH, yes

KS, yes BB, yes KD, yes KN, yes

KN stated that this Article has no dollar amount and will not until Town Meeting. BBa said that the Article is written as the BOS requested. She said that there will be a substitute motion at Town Meeting but no one knows what the actual number is yet. Discussion followed regarding whether the wording should be lowering or stabilizing the tax rate. BBa stated the goal of the BOS is to maintain the tax rate; hopefully, more information from the State will be available as Town Meeting approaches. LM suggested that the text box explain the process and the reason for this situation; he also recommended sending formal communication to the Town Moderator providing early notice of the Finance Committee’s intention concerning this Article.

**New Business**

KN asked if there are any Special Town Meeting Warrant Articles. BBa said there are none. JBr stated that the Warrant must be posted by next Friday. KN explained the process of preparing the text boxes. JL and JBr worked out the details of getting the completed text boxes to JBr.

**Old Business**

JB raised the issue of Article 41 – he would like to reconsider it if there is a chance to. KN said it would have to be next week, which is pushing against the deadline. MH stated that they need more time to understand the financial impact to the Town. JB said that he was not suggesting meeting just to reconsider Article 41. JBr said that the Article is still on the Warrant and a substitute motion could be brought at Town Meeting.

**No Meeting Minutes to Approve**

KS moved the motion to adjourn; JL seconds. Motion accepted 9-0-0.

Roll call vote:

JL, yes LM, yes JB, yes JW, yes MH, yes

KS, yes BB, yes KD, yes KN, yes

Meeting adjourned 10:17 pm.

/jme