**Finance Committee Meeting Minutes**

**Town Hall ~ October 16, 2018**

**Sturbridge, MA**

**Call to Order:**

The Finance Committee chair called the Finance Committee meeting to order at 7:00pm. The following committee members were present: Kathy Neal (KN), Joni Light (JL), James Waddick (JW), Kevin Smith (KS), Karen Davis (KD), and Bruce Boyson (BB).

Absent: Larry Morrison (LM), Jared Burns (JB), and Michael Hager (MH)

Guests: John Grasso (JG), Fire Chief; Barbara Barry (BBa), Finance Director; Theodore Kozak (TK), Interim Town Administrator; Annie Roscioli (AR), Recreation Director; Kaidon Phillips (KP), Treasurer, Recreation Committee and Liaison, Community Preservation Commission (CPC); Mary Blanchard (MB), Chairman of the Board of Selectmen; Nelson Burlingame (NB), Building Inspector

**Reserve Fund Transfers**

Finance Director request for $11,800.00 for the costs associated with the Town Administrator Search. BBa stated that this is an appropriate use of the Reserve Fund as this need was unforeseen at the time of Town Meeting and that it would be advantageous to have the consultant on board as soon as possible. JW explained what the amount of the transfer would cover and that the anticipated hire date is expected to be early to mid January.

KS moved the motion to approve the transfer of $11,800.00 to Town Administrator – Purchase of Services (#11232-52000). JL seconds. Motion accepted 6-0-0.

**Special Town Meeting Warrant Review**

Article 35 – Free Cash Transfer – Costs Associated with the Town Administrator Search; due to the approval of the Reserve Fund Transfer for this amount, KS moved the motion to take no action on Article 35. JL seconds. Motion accepted 6-0-0.

Article 37 – Community Preservation – Lighting Town Barn Field; KP explained that the CPC voted to install lights at the Little League field at Town Barn field. Discussion followed concerning the use of CPC funds for the project and the issue of the possibility of ledge increasing the estimated cost of the project. BBa explained that Article 49 will bring contingency funds to this particular project. JW moved the motion to recommend Article 37 as written. KD seconds. Motion accepted 6-0-0.

Article 44 – Building Inspector Step Increase; NB explained that he had received a ½ step increase in the current fiscal year budget and that he would like a full increase as the other employees had received. After lengthy discussion regarding the prior Town Administrator’s efforts to rectify the inconsistencies in the salaries of employees and the specifics to NB’s salary, JW explained that the actual amount needed to raise NB’s salary to a full step increase is $952.00. MB explained that there is confusion regarding salaries and that the Town Administrator determines salary, not the personnel committee. KS moved the motion recommend Article 44 as amended: *To see if the Town will vote to transfer from Free Cash the sum of NINE HUNDRED FIFTY TWO AND 00/100 ($952.00) to the Building Inspector Salary Account (#12411) to provide funding for a step increase for the Building Inspector; or to take any action relative thereto*. KD seconds. Motion accepted 4-2-0 (KD, JL opposed).

Article 36 – Free Cash Transfer – Town Administrator Salary Account; BBa stated that $20,000.00 is needed to increase the Town Administrator’s salary to $160,000 and to payout vacation time due the former Town Administrator. KS moved the motion to recommend Article 36 as amended: *To see if the Town will vote to transfer the sum of TWENTY THOUSAND AND 00/100 ($20,000.00) from Free cash to the Town Administrator Salary Account (#11231); or take any action relative thereto*. BB seconds. Motion accepted 6-0-0.

Article 47 – Ambulance Stretcher; JG explained that powered lifts are the new standard of care in ambulance lifts and that the new ambulance will be equipped with a power load system. This article is needed to install a Stryker Power LOAD system in the second ambulance. The stretchers will do all of the work of loading and unloading patients for transport which will help reduce back injuries to the emergency medical personnel. KS moved the motion to recommend Article 47 as written. JW seconds. Motion accepted 6-0-0.

Article 49 – *That the Town appropriates NINETEEN THOUSAND TWO HUNDRED FIFTY-FOUR AND 69/100 DOLLARS ($19,254.69), to pay costs of Lighting on Town Barn Field, ONE HUNDRED SEVENTEEN AND 01/100 DOLLARS ($117.01), to pay costs of Capital Replacement needs in the Water Department, and ONE HUNDRED THIRTY SIX AND 86/100 DOLLARS ($136.86), to pay costs of Capital Replacement needs in the Sewer Department, all funds which were realized from premiums paid to the Town upon the issuance of bonds.*

BBa explained that these sums represent excess funds after issuance is paid on bonds and the funds must be used for capital expenses in the accounts represented in the bond issue. KS moved the motion to recommend Article 49 as read. JW seconds. Motion accepted 6-0-0.

KN and BBa noted that this completes the Finance Committee’s votes on the Special Town Meeting Warrant. KN reminded everyone to attend the Special Town Meeting on October 29 at 7pm.

**Approval of Meeting Minutes**

KS moved the motion to accept the minutes of October 11, 2018, as amended. KD seconds. Motion accepted 5-0-1 (JL abstained).

**No Old Business**

**No New Business**

**No Public Access**

JW moved the motion to adjourn. KD seconds. Motion accepted and meeting adjourned at 8:31pm.

/jme