**Finance Committee Meeting Minutes**

**Town Hall ~ March 27, 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), Michael Serio (MS), Joni Light (JL), James Waddick (JW), Mike Hager (MH), Karen Davis (KD), Larry Morrison (LM). Bruce Boyson (BB) arrived at 7:10pm.

Absent: Jared Burns (JB)

Guests: Ann Murphy (AM), Lynne Girouard (LG), Annie Roscioli (AR), Michael Suprenant (MSu)

**Review of Fiscal year 2019 Assessors Budget**

AM provided details of the line items in the Assessors budget. She stated that the budget is level funded. KN asked about the VISION Cloud Hosting. AM explained that it is a new service being offered to store the town’s data. JW asked where the information is currently stored. AM stated that the information is located on the town’s server and that this service would streamline efforts to upload information to the town’s website.

**Review of Fiscal year 2019 Town Clerk and Elections and Registration Budgets**

LG presented the Town Clerk budget. She explained that the budget was basically level funded. JW asked about salaries in the department. LG said that there is one other full time employee in the office. JL asked about the job title and grade level. There was discussion regarding the Town Clerk’s salary; JW said that research is needed regarding the job qualifications and salary range. MS stated that the personnel section is not in the budget book and more research is needed but that the Town Clerk’s salary is ultimately set at Town Meeting. KN and MS stated that the salaries would be voted on at the end of the budget process.

LG also presented the Elections and Registration budget. She said that there would be three elections this year. JW asked what they were. LG stated that there was the town election in April, the state primary in September, and the state election in November. JL asked about the new voting machines and the associated training cost. LG said that the cost is included in the cost of the machines and that trading in the old machines results in an allowance given to the town. BB asked about the estimated delivery date; LG stated that there is not a date yet. LG said that the 2017 census results had just arrived; there are over 10,000 residents and 4,555 households in Sturbridge.

**Review of Fiscal year 2019 Recreation Budget**

AR provided details of the Recreation budget. She stated that it is level funded, with level services with the exception of additional staff at the Recreation program for safety reasons from 12pm – 2pm; current staffing is four lifeguards and the camp director from 12-2pm. The trend over the last few years is that the children are not leaving at noon and are not swimming either. The additional staff will provide activities and eyes on the children until they are picked up at 2. AR said that there were 33 new families served at the Rec. KN asked if parents are using the program for daycare. AR answered to some extent but that the late pickups are also due to difficulty in picking up at noon.

LM asked if the Cedar Lake testing is done by the Board of Health (BOH). AR stated that the BOH tests and the water is professionally treated based upon the test results. KN asked about the testing schedule. AR said weekly with three days wait for the results. LM asked about the town paying itself with the BOH testing. MSu was asked to clarify; he stated that the samples are sent to an independent lab after the BOH samples the pond.

JL asked why there was no electricity included in the budget. KN stated that central purchasing was responsible for the electricity in the FY19 budget. JW, KD, MH, KN, and LM had a discussion regarding the electricity’s removal from the budgets.

JL asked about the concert signs, number of concerts, funding and start date. AR said that the contracts for the concerts have been signed; that funding comes from various sources; the first concert is June 22 running for ten weeks.

JL asked about lawn care at Town Barn and Turner Field. AR explained that grub and weed control and fertilizer are used. BB asked if the line item was the total amount for those services. AR said yes. JL stated that the DPW mows and seeds these fields and questioned what chemicals are on the fields.

KN asked if the use of the skating rink is tracked. AR stated that it has not been consistently tracked this past year. She would like to have the rink set up early and usage tracked in the coming season.

MH asked if the town is lacking in activities. AR said that the budget does not allow adding activities. She indicated that the adult leagues were well attended this year. AR stated that residents have expressed interest in a summer basketball league, dog parks, and more playing fields.

KN asked if the committee wanted to vote on these budgets without voting on the salaries. After discussion, KN and JW suggested waiting to vote on salaries at a later date and to wait until the next meeting to vote on budgets.

**Reserve Fund Transfers**

Library request for reserve fund transfer of $854.00 to purchase membership in C/W Mars.

JW moved the motion to approve the transfer of $854.00 to Library Purchase of Services Account #16102-52000. MS seconds. Motion accepted 8-0-0.

Board of Health request for reserve fund transfer of $2,000 to remove beavers and breach dam causing a public health issue off Route 20. JL stated that the town followed the process with the state. BB asked what services would b performed. JL asked how the dam would be removed and who from the state would be involved. KN stated that the beavers would be removed and the dam breached. JL asked if it is a health issue. KD asked if it is a safety issue. JW asked if it is illegal for private citizens to remove beavers. JL and KN stated that there is a quite a process involved to remove beavers. JL asked if the committee is comfortable that the town followed the process. MH stated that the BOH determined that it is a public health issue.

MH moved the motion to approve the transfer of $2,000.00 to the Board of Health Services Account #15102-52000. KD seconds. Motion accepted 8-0-0.

**No Meeting Minutes to Approve**

**New Business**

There was a question of the schedule of department heads presenting their budgets.

**No Old Business**

**No Public Access**

MH motions to adjourn. KN seconds. Motion accepted 8-0-0. Meeting adjourned at 8:16pm.

/jme