**Finance Committee Meeting Minutes**

**Town Hall ~ April 2, 2019**

**Sturbridge, MA**

**Call to Order:**

The Finance Committee chair called the Finance Committee meeting to order at 6:30 pm. The following committee members were present: Kathy Neal (KN), James Waddick (JW), Karen Davis (KD), Michael Hager (MH), Joni Light (JL). Bruce Boyson (BB) arrived at 6:54. Absent: Larry Morrison (LM), Kevin Smith (KS), and Jared Burns (JB).

Guests: Jean Bubon (JBu), Town Planner; Christopher Geraghty (CG), Town Accountant; Jeremy Jalbert (JJ), Information Technology Specialist; Barbara Barry (BBa), Finance Director; Jeff Bridges (JBr), Town Administrator.

It was established that a quorum was present.

**Review of Fiscal Year 2020 Town Planner Budget and Warrant Articles**

The following line items were reviewed for Town Planner. The motion was moved to recommend lines 39, 40, 41, 42 and 43 for a total of $177,718.00 by JW.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Town Planner** |   |   |
|   |  | Department Head Salaries | $95,053.00 |   |
|   |  | Salaries/ Wages | $36,373.00 |   |
|   |  | Longevity | $300.00 |   |
| 39 | 11751 | Personnel Costs | $131,726.00 |   |
|   |   |   |   |   |
| 40 | 11752-52000 | Purchase of Services | $38,645.00 |   |
| 41 | 11752-54000 | Supplies | $3,750.00 |   |
| 42 | 11752-56000 | Intergovernmental | $2,655.00 |   |
| 43 | 11752-57000 | Other Charges | $942.00 |   |
|   |   | Total Expenses | $45,992.00 |   |
|   |   |   |   |   |
|   |   | **Planning Department Total** | $177,718.00 | JW; JL seconds. Motion accepted 5-0-0. |

JBu explained that the Geographic Information System (GIS) is being used by many departments and is a great tool with a variety of uses. The increased use has necessitated an increase in funds for GIS Services, while advances in technology have allowed for a decrease in GIS Web Hosting expenses. KN asked about the status of the permitting software project. JBu stated that the permitting software has been a long, cumbersome process; currently, the data conversion is stalled between the two vendors. When the data conversion is completed, the staff will be trained, and the software will be implemented.

KN asked if there were any warrant articles for review. JBu stated that there is an article to rezone two residential properties to commercial due to parking restrictions in residential zones. She said another article will be transferring the 226 Cedar Street property to an entity to build affordable housing. JBu added that the last article will be the codification project which will include both zoning bylaws and general bylaws as recommended by the Finance Committee last year.

**Review of Fiscal Year 2020 for Zoning Board of Appeals Budget**

The following line items were reviewed for Zoning Board of Appeals. The motion was moved to recommend lines 44, 45 and 46 by for a total of $590.00 by JW.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account**  | **Zoning Board of Appeals** |   |   |
| 44 | 11762-52000 | Purchase of Services | $500.00 |   |
| 45 | 11762-54000 | Supplies | $0.00 |   |
| 46 | 11762-57000 | Other Charges | $90.00 |   |
|   |   | Total Expenses | $590.00 |   |
|   |   |   |   |   |
|   |   | **Zoning Board of Appeals Total** | $590.00 | JW; JL seconds. Motion accepted 5-0-0 |

**Review of Fiscal Year 2020 Items in the Betterment Budget for Town Planner**

* Wayfinding Streetscape Improvements

JBu said there have been zoning changes in the Commercial Tourist District with the goal of making it easier to develop the district and currently ¾ of the lots are conforming.

**Review of Fiscal Year 2020 Town Accountant Budget**

The following line items were reviewed for Town Accountant. The motion was moved to recommend lines 11, 12, 13 and 14 for a total of $96,847.00 by JL.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Town Accountant** |   |   |
|   |  | Department Head Salaries | $77,260.00 |   |
|   |  | Salaries/ Wages | $15,687.00 |   |
|   |  | Longevity | $150.00 |   |
| 11 | 11351 | Personnel Costs | $93,097.00 |  |
|   |   |   |   |   |
| 12 | 11352-52000 | Purchase of Services | $2,850.00 |   |
| 13 | 11352-54000 | Supplies | $675.00 |   |
| 14 | 11352-57000 | Other Charges | $225.00 |   |
|   |   | Total Expenses | $3,750.00 |   |
|   |   |   |   |   |
|   |   | **Town Accountant Total** | $96,847.00 | JL; JW seconds. Motion accepted 6-0-0. |

CG explained that he plans to utilize his tuition reimbursement benefit.

**Review of Fiscal Year 2020 Information Technology Budget**

The following line items were reviewed for Information Technology. The motion was moved to recommend lines 24, 25, 26 and 27 for a total of $184,781.00 by JW.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Information Technology** |   |   |
|   |   | Department Head Salaries | $62,301.00 |   |
| 24 | 11551 | Personnel Costs | $62,301.00 |   |
|   |   |  |   |   |
| 25 | 11552-52000 | Purchase of Services | $75,080.00 |   |
| 26 | 11552-54000 | Supplies | $5,000.00 |   |
| 27 | 11552-58050 | Capital Outlay | $42,400.00 |   |
|   |   | Total Expense | $122,480.00 |  |
|   |   |  |   |   |
|   |   | **Information Technology Total** | $184,781.00 | JW: JL seconds. Motion accepted 6-0-0. |

JJ stated that Tantasqua did a great job of handling the information technology needs of the Town and the infrastructure is very good. JJ stated that he handles all technology in Town buildings and vehicles. BBa said that the Town will continue its relationship with Tantasqua as it is a good partnership – it is good experience for the students and free labor for Sturbridge. BBa stated that JJ will be installing antivirus protection on all servers and computers.

**Review of Fiscal Year 2020 Finance Director Budget**

The following items were reviewed for Finance Director. The motion was moved to recommend items 19, 20, 21 and 22 for a total of $262,069.00 by JL.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Finance Director** |   |   |
|   |  | Department Head Salaries | $110,755.00 |   |
|   |  | Salaries/ Wages | $127,989.00 |   |
|   |  | Stipend | $1,000.00 |   |
|   |  | Longevity | $1,400.00 |   |
| 19 | 11451 | Personnel Costs | $241,144.00 |   |
|   |   |   |   |   |
| 20 | 11452-52000 | Purchase of Services | $11,975.00 |   |
| 21 | 11452-54000 | Supplies | $7,375.00 |   |
| 22 | 11452-57000 | Other Charges | $1,575.00 |   |
|   |   | Total Expenses | $20,925.00 |   |
|   |   |   |   |   |
|   |   | **Finance Director Total** | $262,069.00 | JL; JW seconds. Motion accepted 6-0-0. |

**Review of Fiscal Year 2020 Town Counsel Budget**

The following item was reviewed for Town Counsel. The motion was moved to recommend item 23 for a total of $100,000.00 by JW.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Town Counsel** |   |   |
| 23 | 11512-52000 | Purchase of Services | $100,000.00 |   |
|   |   | Total Expense | $100,000.00 |   |
|   |   |   |   |   |
|   |   | **Town Counsel Total** | $100,000.00 | JW; MH seconds. Motion accepted 6-0-0. |

BBa said that the budget is level funded based on historic spending. JL asked if there were any high visibility cases pending. BBa said that she did not know; discussion followed regarding possible cases.

**Review of Fiscal Year 2020 for Facilities Budget**

BBa said that there has been a third custodian added to the department as all building managers agreed that there was insufficient staff to meet the needs of their buildings. She stated that the former Facilities Manager was covering for custodians when they were out or on vacation.

The following items were reviewed for Facilities. The motion was moved to recommend items 50, 51, 52 and 53 for a total of $104,171.00 by BB.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Facilities** |   |   |
|   |  | Department Head Salaries | $52,000.00 |   |
|   |  | Salaries/ Wages | $48,981.00 |   |
| 50 | 11911 | Personnel Costs | $100,981.00 |   |
|   |   |   |   |   |
| 51 | 11912-52000 | Purchase of Services | $1,465.00 |   |
| 52 | 11912-54000 | Supplies | $1,425.00 |   |
| 53 | 11912-57000 | Other Charges | $300.00 |   |
|   |   | Total Expenses | $3,190.00 |   |
|   |   |  |   |   |
|   |   | **Facilities Total** | $104,171.00 | BB; JW seconds. Motion accepted 6-0-0. |

BBa stated that the Facilities Manager position remains vacant. JW stated that it might be difficult to fill. BBa added that it might be necessary to revisit the salary.

**Review of Fiscal Year 2020 Town Hall Budget**

The following items were reviewed for Town Hall. The motion was moved to recommend items 54 and 55 for a total of $48,215.00 by MH.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Town Hall**  |  |  |
| 54 | 11932-52000 | Purchase of Services | $45,715.00 |   |
| 55 | 11932-54000 | Supplies | $2,500.00 |   |
|   |   | Total Expenses | $48,215.00 |   |
|   |   |   |   |   |
|   |   | **Town Hall Total** | $48,215.00 | MH; KD seconds. Motion accepted 6-0-0. |

BBa said that interior and exterior maintenance is necessary including items like chair cleaning and peeling paint. MH noted that the oil budget is level funded. BBa explained the price of oil is contracted, and the amount varies by year; the amount is a guestimate based on the current price of $2.75/gallon of oil.

**Review of Fiscal Year 2020 Center Office Building Budget**

The following items were reviewed for Center Office Building. The motion was moved to recommend items 56 and 57 for a total of $43,110.00 by MH.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Center Office Building** |   |   |
| 56 | 11942-52000 | Purchase of Services | $41,910.00 |   |
| 57 | 11942-54000 | Supplies | $1,200.00 |   |
|   |   | Total Expenses | $43,110.00 |   |
|   |   |   |   |   |
|   |   | **Center Office Building Total** | $43,110.00 | MH; KD seconds. Motion accepted 6-0-0. |

**Review of Fiscal Year 2020 Nursery School Budget**

The following item was reviewed for Nursery School. The motion was moved to recommend item 64 for a total of $2,000.00 by MH.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Nursery School** |   |   |
| 64 | 11982-52000 | Purchase of Services | $2,000.00 |   |
|   |   | Total Expenses | $2,000.00 |   |
|   |   |   |   |   |
|   |   | **Nursery School Total** | $2,000.00 | MH. KD seconds. Motion accepted 6-0-0. |

**Review of Fiscal Year 2020 8 Brookfield Road Budget**

BBa asked that the Finance Committee hold this item.

**Review of Fiscal Year 2020 Sealer of Weights and Measures Budget**

The following item was reviewed for Sealer of Weights and Measures. The motion was moved to recommend item 79 for a total of $5,350.00 by MH.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account**  | **Sealer of Weights & Measures** |   |   |
| 79 | 12442-52000 | Purchase of Services | $5,350.00 |   |
|   |   | Total Expenses | $5,350.00 |   |
|   |   |   |   |   |
|   |   | **Sealer of Weights & Measures Total** | $5,350.00 | MH; KD seconds. Motion accepted 6-0-0. |

**Review of Fiscal Year 2020 Veterans’ Services Budget**

The following items were reviewed for Veterans’ Services. The motion was moved to recommend items 112, 113, 114, 115, 116, 117 and 118 for a total of $65,457.00 by MH.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account**  | **Veterans' Services** |   |   |
|   |  | Salaries/ Wages | $9,532.00 |   |
| 112 | 15431 | Personnel Costs | $9,532.00 |   |
|   |   |   |   |   |
| 113 | 15432-52000 | Purchase of Services | $250.00 |   |
| 114 | 15432-54000 | Supplies | $575.00 |   |
| 115 | 15432-54100 | American Legion | $1,600.00 |   |
| 116 | 15432-54400 | Memorial/Veterans' Day | $3,000.00 |   |
| 117 | 15432-57000 | Other Charges | $500.00 |   |
| 118 | 15432-57700 | Veterans' Benefits | $50,000.00 |   |
|   |   | Total Expenses | $55,925.00 |   |
|   |   |   |   |   |
|   |   | **Veterans' Services Total** | $65,457.00 | MH; KD seconds. Motion accepted 6-0-0. |

BBa stated that the new Veterans’ Agent is Michael Struppa.

**Review of Fiscal Year 2020 Historical Commission Budget**

The following items were reviewed for Historical Commission. The motion was moved to recommend items 131, 132 and 133 for a total of $1,200.00 by MH.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account**  | **Historical Commission** |   |   |
| 131 | 16902-52000 | Purchase of Services | $800.00 |   |
| 132 | 16902-54000 | Supplies | $200.00 |   |
| 133 | 16902-57000 | Other Charges | $200.00 |   |
|   |   | Total Expenses | $1,200.00 |   |
|   |   |  |   |   |
|   |   | **Historical Commission Total** | $1,200.00 | MH; KD seconds. Motion accepted 6-0-0. |

**Review of Fiscal Year 2020 Debt Service Principal Budget**

The following items were reviewed for Debt Service Principal. The motion was moved to recommend items 134 and 135 for a total of $1,093,000.00 by MH.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Debt Service Principal** |   |   |
| 134 | 17102-59193 | Burgess Elementary Project | $918,000.00 |   |
| 135 | 17102-59192 | Town Hall | $175,000.00 |   |
|   |   | Total Expense | $1,093,000.00 |   |
|   |   |   |   |   |
|   |   | **Debt Service Principal Total** | $1,093,000.00 | MH; KD seconds. Motion accepted 6-0-0. |

**Review of Fiscal Year 2020 Debt Service Interest Budget**

The following items were reviewed for Debt Service Interest. The motion was moved to recommend items 136, 137 and 138 for a total of $411,842.00 by MH.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account**  | **Debt Service Interest** |   |   |
| 136 | 17502-59250 | Short-Term Interest | $10,000.00 |   |
| 137 | 17502-59193 | Burgess Elementary School  | $341,639.00 |   |
| 138 | 17502-59192 | Town Hall | $60,203.00 |   |
|   |   | Total Expenses | $411,842.00 |   |
|   |   |   |   |   |
|   |   | **Debt Service Interest Total** | $411,842.00 | MH; KD seconds. Motion accepted 6-0-0. |

**Review of Fiscal Year 2020 Unclassified Budget**

The following items were reviewed for Unclassified. Line 147 was amended to $7,500.00. The motion was moved to recommend lines 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153 and 154 for a total of $4,086,835.00 by MH.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account**  | **Unclassified** |   |   |
| 139 | 19102-51700 | Group Insurance | $1,804,000.00 |   |
| 140 | 19102-51750 | Unemployment | $25,000.00 |   |
| 141 | 19102-51800 | Worcester Retirement System | $1,371,067.00 |   |
| 142 | 19102-51950 | Medicare Tax | $236,768.00 |   |
| 143 | 19102-52110 | Street Lights | $60,000.00 |   |
| 144 | 19102-52119 | Energy Consulting | $4,000.00 |   |
| 145 | 19102-52630 | Town Audit | $30,000.00 |   |
| 146 | 19102-52640 | School Audit | $0.00 |   |
| 147 | 19102-52650 | OPEB Study | $7,500.00 |   |
| 148 | 19102-53030 | Legal Fees | $15,000.00 |   |
| 149 | 19102-53070 | Tax Title | $7,500.00 |   |
| 150 | 19102-53090 | Town Report | $3,000.00 |   |
| 151 | 19102-57410 | Insurance Blanket | $363,000.00 |   |
| 152 | 19102-57926 | Insurance Deductible | $5,000.00 |   |
| 153 | 19102-57800 | Reserve Fund | $155,000.00 |   |
| 154 | 19102-58318 | Student Activity  | $0.00 |   |
|   |   | Total Expenses | $4,086,835.00 |   |
|   |   |   |   |   |
|   |   | **Total Unclassified** | $4,086,835.00 | MH; KD seconds. Motion accepted 6-0-0. |

BBa explained the retiree health insurance plan. KN questioned the energy consulting item. BBa said that the Town needs an energy consultant to help move the solar credits annually.

**Review of Fiscal Year 2020 Central Purchasing Budget**

The following items were reviewed for Central Purchasing. The motion was moved to recommend lines 155, 156, 157, 158, 159, 160, 161, 162, 163, 164 and 165 for a total of $338,900.00 by MH.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account**  | **Central Purchasing** |   |   |
| 155 | 19152-52310 | Telephone | $35,000.00 |   |
| 156 | 19152-52315 | Postage | $21,000.00 |   |
| 157 | 19152-54800 | Gasoline | $150,000.00 |   |
| 158 | 19152-52320 | Water/Sewer | $11,000.00 |   |
| 159 | 19152-54200 | Copiers | $6,100.00 |   |
| 160 | 19152-53420 | Slate Roof Maint Plan | $10,000.00 |   |
| 161 | 19152-56553 | Fleet Vehicles | $1,500.00 |   |
| 162 | 19152-56559 | Window Cleaning | $3,100.00 |   |
| 163 | 19152-56561 | Exterior Painting TH/COB | $0.00 |   |
| 164 | 19152-57927 | E-Z Pass | $1,200.00 |   |
| 165 | 19152-57928 | Electricity | $100,000.00 |   |
|   |   | Total Expenses | $338,900.00 |   |
|   |   |  |   |   |
|   |   | **Central Purchasing Total** | $338,900.00 | MH; KD seconds. Motion accepted 6-0-0. |

BBa stated that the Town has increased the use of tablet computers; this has caused the data plan costs to increase. She said that she would look at the Water/Sewer item to verify the amount. BBa also said that interior and exterior window cleaning is scheduled for every other year.

BBa stated that there are sixteen employees in the performance bonus pool; she will forward the percentage of the performance bonus bucket paid out in Fiscal Year 2019.

BBa explained that the Matching Grant Funds item in the Town Administrator Budget is grant opportunities sometimes require quick decisions and appropriations are needed to make the match or the grant cannot be accepted. The other option available is to ask the Finance Committee to schedule a meeting to approve a Reserve Fund Transfer. Discussion followed concerning the Safer Grant and its implications on the Five-Year Forecast.

 BBa stated that she would like to get the warrant articles to the Finance Committee by mid-April.

**Review of Finance Committee Budget**

The following items were reviewed for Finance Committee. The motion was moved to recommend lines 8, 9 and 10 for a total of $7,189.00 by JL.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account**  | **Finance Committee** |   |   |
| 8 | 11311 | Personnel Costs | $3,589.00 |   |
|   |  |  |   |   |
| 9 | 11312-52000 | Purchase of Services | $3,400.00 |   |
| 10 | 11312-57000 | Other Charges | $200.00 |   |
|   |   | Total Expenses | $3,600.00 |   |
|   |   |   |   |   |
|   |   | **Finance Committee Total** | $7,189.00 | JL; KD seconds. Motion accepted 6-0-0. |
|   |   |  |   |   |
|  ***This salary is for the Recording Secretary not any Finance Committee members.*** |

**No Reserve Fund Transfers**

**Approval of Meeting Minutes**

JW moved the motion to accept the March 6, 2019, meeting minutes as amended. MH seconds. Motion accepted 5-0-1 (BB abstained).

MH moved the motion to accept the March 23, 2019, meeting minutes as amended. KD seconds. Motion accepted 5-0-1 (BB abstained).

BB moved the motion to accept the March 26, 2019, meeting minutes as amended. KD seconds. Motion accepted 5-0-1 (JL abstained).

MH moved the motion to accept the March 28, 2019, meeting minutes as amended. KD seconds. Motion accepted 6-0-0.

**New Business**

Public Road Maintenance is now a warrant article rather than a line item. KN wished KD a happy birthday.

**No Old Business**

**No Public Access**

Town Administrator, Jeff Bridges, expressed appreciation to the Finance Committee members for their

33 hard work on the budget.

JW moved the motion to adjourn. MH seconds. Motion accepted 6-0-0 and meeting adjourned at 8:47 pm.

/jme