

**FINANCE COMMITTEE MINUTES  
FEBRUARY 23, 2010**

The meeting was called to order at 7:30 PM in the Selectmen's Meeting Room of Town Hall. The following members were present: Gordon Johnson, Jay Leary, Tom Meehan, Mark Schultz and Pam Zicko. Ken Szajda and Jim Crews were absent from the meeting.

Jackie Dellicker presented the budget for the Town Clerk's office. She started by saying that the new camera purchased for passports had paid for itself within the first 3 months of use. Her office budget is .4 of 1% of meeting the guideline – it should be \$116,658 at -3%, but it is at \$117,130 which is \$472.00 over. She has to give up her 10 hr. person. She and Dyan will be taking the 3% raise. Jackie said that she looked into forgoing the 3% if it would keep the part time person – but it wouldn't. She said that she is going to ask for a revolving fund for passport supplies, probably \$5000. With decreases in her budget, she can no longer pay for the passport media (film & paper) from her budget. She also must now send them out differently in the mail (must be signed for). Based on 500 passports per yr. (which is her average), she spends \$192.50 per 250 pictures – totaling \$385, leaving a profit of about \$4,615. With new postage rates of \$5.60 per passport being sent out, times the 500 average, the cost is \$2,800. This brings her profit down to about \$19.40 per passport, from about \$25.00 previously. As a result of the reduced budget, it may be necessary to close two afternoons a week and the office will be closed on election days. There are several new mandates taking effect July 1 that may also impact her budget: 1- changes to the open meeting law, which will now come under the jurisdiction of the attorney general's office. All meetings need 24/7 posting locations and to have agendas posted with them. 2-the ethics law – which produces large amounts of paper work to be dealt with and 3- the campaign finance law. Pam Zicko asked how long it takes to process a passport and was told that on the average, about 15 minutes. FinComm members asked about putting the salary into the revolving fund for the time spent on processing passports. Paul LeBeau said that if a salary comes out of a revolving fund, the corresponding benefits must be paid from it as well. Jay Leary asked communications and Jackie told him that it's the census, mailings, etc. Jay asked Jackie to write about issues with the new open meeting law that impact her and he would like to discuss it with Carolyn Dykema. Jackie Dellicker then presented the Elections budget. There are more elections this year, so the budget is up to \$24,292. There will be 3 elections and 2 town meetings in FY11. The state will no longer pay for the updates to the handicap voting machine, although they mandate that the town have it done. Jackie said that she had to budget for election pay, but has been successful in the past with getting volunteers. Gordon Johnson asked if other town employees could be used to work the elections as part of their regular pay.

Karen Sherman presented the budget for the Planning Board. They share services with the Bldg. Inspector's Dept. for phones, counter and coverage during vacations. Karen, the Planner, works 30 hrs. per week and there is a part time clerk who works 20 hrs. per week. Purchase services are level funded. Their revenue stream is way down. Their proposed FY11 budget is \$69,988 which is +6.9% over the -3% guideline of \$65,413. However this budget is proposed in conjunction with proposed personnel reductions in the Building Dept.

Maureen Coursan presented the budget for Parks & Recs. The -3% guideline affects the life guard budget. Last summer, the lifeguards worked 9-5 weekdays during the weeks the camps

were in session. For FY11, lifeguards will be staffed from 9-3 weekdays during the 6 weeks of camp. There is no lifeguard coverage on weekends and it is posted as such at the lake. There is a staff person on duty to check for stickers and to sell day passes. They collected about \$9000 from sticker fees. It was requested by FinComm that the dept. look into any possible liability issues with selling passes and no lifeguards on duty should something happen. They spent about \$11,000 for lifeguards in FY10. Parks & Recs just updated the heating system at the Flagg School and blocked off the parts of the building not being used. The program fees pay for field maintenance, etc.

Paul LeBeau presented the Motor Vehicle Fuels budget. The amount is based on a -3% of FY10 appropriated amount of \$110,000 - \$106,700. To date, 7 months into the FY10 budget, less than ½ has been spent.

Jay Leary said that this year's budget is a real challenge and felt that a presentation needed to be put together for Town Meeting. He would like to see a subcommittee of FinComm members established soon to work on this presentation. Depts. need to be encouraged to look to collaboration with other depts. The cuts are now getting into people. Jay also wants to improve the FinComm website. Gordon Johnson agreed with Jay. Mark Schultz said the he finds it depressing that services are being cut at the lake and the Town Clerk is closing for some hours.

At 8:50 PM, Pam Zicko, seconded by Mark Schultz, made a MOTION to adjourn the meeting. Passed 5-0-0.

Respectfully submitted,  
Faith Antonioli, Secretary

Date Approved: March 23, 2010