

**HOLLISTON FINANCE COMMITTEE
MEETING MINUTES
March 10, 2015**

The Committee convened in Room 105 at Town Hall at 7:04 PM. Present from the Committee were Chairman Ken Szajda, Dan Alfred, Bill Dowd and Beth Liberty. Vice Chairperson Michelle Zeamer, Charlie Kaslow and Brendan Shea were absent.

1. FY16 Budget Reviews

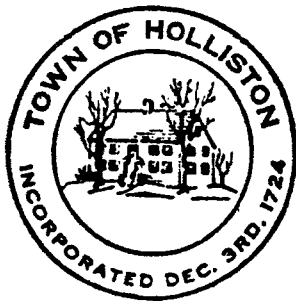
- a. Planning Board – Town Planner Karen Sherman appeared to present the FY16 budget for the Planning Board. (Attachment I). Ms. Sherman presented three scenarios with two at guideline, and one not. The issues for the Planning Board budget relate to 1.) the fact that the person in the clerical position is moving up a step on the pay table so 1% is not enough, and 2. a pay increase for her position that has been recommended by the Planning Board, but not finalized. To make guideline requirements, the first two versions of the budget reduce other accounts including Professional Services, which is the account out of which legal fees are paid during disputes with applicants. She expressed reservations about proceeding with the lower amounts. She also affirmed that the Board has a mechanism to collect sufficient fees from applicants to cover all costs for the review of submitted projects. The proposed budget was taken under advisement.
- b. Fire Department – Fire Chief Michael Cassidy appeared to present the FY16 budget for the Fire Department. (Attachment II). Chief Cassidy reported that the budget was on guideline with two major changes being 1.) the restoration of the second Deputy Chief and 2.) a reduction in the vehicle repairs budget. In response to questions, the Chief said the addition of the Deputy Chief position came along with a reduction in the number of firefighters, the firefighters line includes a stipend increase of 1%, the department operates at the lowest cost per capita of any community in State Fire District 14, and the Department provides significantly more mutual aid than it receives. The proposed budget was taken under advisement.
- c. Emergency Management-Fire Chief Michael Cassidy appeared to present the FY 16 budget for Emergency Management. (Attachment III) The Committee took the budget under advisement.
- d. Ambulance-Fire Chief Michael Cassidy appeared to present the FY 16 budget for Ambulance. (Attachment IV) Chief Cassidy reported that the budget had been at guideline before a major change in the benefits charges. Further inquiry about the cause for the large benefits allocation increase was deferred to a conversation with the Treasurer/Collector. He also reported that based on the higher anticipated costs, a rate increase was being sought to continue to generate enough revenue to both cover current operational costs and accumulate enough in the funds for ambulance replacement. The proposed budget was taken under advisement.

2. Approval of minutes – Bill Dowd noted that based on the completion of labor negotiations in the school department, it was time for the Finance Committee to release the minutes of prior Executive Sessions on that subject. Moved by Bill Dowd, seconded by Dan Alfred to release the Executive Session minutes of October 29, 2013. Four in favor, none opposed, no abstentions, the motion carried. Moved by Bill Dowd, seconded by Dan Alfred, to release the Executive Session minutes of November 20, 2013. Four in favor, none opposed, no abstention, the motion carried. Moved by Bill Dowd, seconded by Dan Alfred to release the Executive Session minutes of December 10, 2013. Four in favor, none opposed, no abstentions, the motion carried. Moved by Bill Dowd, seconded by Dan Alfred, to release the Executive Session minutes of March 25, 2014. Four in favor, none opposed, no abstentions, the motion carried.

3. Action Item List – Bill Dowd circulated an updated Action Item List reflecting action on open items through March 10. (Attachment V) Bill noted that all items not complete are now overdue. Bill suggested that the Committee take a new approach with regard to members missing meetings. In the past, when the Committee met with just four or five members, the Committee would postpone action on certain items until more members were present. With the repeated absences of a number of members, this has resulted in a number of items being continually postponed. Dan Alfred expressed the concern that acting in the absence of members could require redoing things when they next attend a meeting. Bill suggested that Committee members be clearly informed that the Committee will be acting on scheduled matters even if only working with a minimum quorum. Members who will be absent will be encouraged to submit written comments, questions or concerns to the Chair before the meeting so they can be addressed. There was a consensus among those present to proceed in this direction. Bill offered to go through the incomplete tasks and suggest new due dates on an update that would be circulated to the Committee prior to our next meeting. The Committee agreed to that suggestion.
4. Other FY16 budget matters -
 - a. Benefits budget – Bill Dowd circulated a table showing the benefits budgets FY15 – FY16 before allocations. (Attachment VI) Bill suggested that looking at the budget on a total expense basis was the only way to really see what is happening with costs. Discussions of allocations can come later. Attached to the table was series of questions Bill had submitted to Mary Bousquet about the budgets. He said he would be meeting with her shortly and would report back.
 - b. Legislative updates – Bill Dowd reiterated a prior request that when our State Rep. and Senator are coming in for an update, the Finance Committee and School Committee be included. He reported that Rep. Carolyn Dykema had been in for an update with the Selectmen, and other than looking up the Selectmen’s agenda on-line, there was no notice provided to other Committee’s/Boards. Bill said that updates of this kind should include more than just the Selectmen, and should be set up as such. Bill also referenced a link to a MetroWest Daily News article about a legislative briefing provided to the Northborough Board of Selectmen during which that Board informed its legislators that reforming retiree health insurance (OPEB) was one of its three top priorities. Bill noted that during the recent appearance of Rep. Carolyn Dykema at a Holliston Board of Selectmen’s meeting, the topic of OPEB was not even mentioned. There was agreement on the Committee that future meetings with legislators should be set up as joint meetings that include the FinCom.
 - c. Park Commission Revolving Fund – Bill Dowd reported that he was still waiting for responses from Kristen Hedrick on a number of questions about the Park Revolving Fund. Among several inquires, Bill asked how the Park Commission was carrying a large unreserved balance when the enabling statute limited the end of year unreserved balance to \$10,000. He also asked how the Park Commission was able to use Park Revolving Account funds for a feasibility study for a proposed building that included Youth and Family Services and Veterans Services. When he hears back from Kristen, he will update the Committee.
 - d. Park union wage increase – Bill Dowd asked who had told Kristen Hedrick to include a 1.4% pay increase for the union Groundskeeper in her budget. No one knew. Bill will ask Kristen.
 - e. Library budget – Bill Dowd pointed out that based on the budget presentation for the Library, not only are seasonal employees paid out of revolving funds (such as the Park dept.) being excluded from departmental budget tables, but now, regular Town employees paid out of State aid are also excluded. Bill reiterated his position that departmental spending plans should start at the total spend level and then note other revenue sources leading to an amount needed in an omnibus appropriation. He also noted that he was delinquent in his task on the Action Item List to develop such a budget review format.

- f. New Server – Bill Dowd inquired of Ken Szajda for a clarification of his role in the Town’s procurement of a new server. Bill said that based on the meeting exchange with Chuck Corman, it appeared Ken would be providing specifications for a new server. Bill asked if Ken would be acting as a member of the FinCom, or a knowledgeable resident? Ken said he had no interest in being the one to set the specifications for a new server, but based on his professional experience, he did have strong opinions on the type and configuration of any new server and was trying to communicate those to Chuck and/or the Board of Selectmen. Ken said he would keep trying to be helpful, but in no way was his involvement to be construed as advice from the FinCom, and the FinCom should fully evaluate any proposed server purchase when it is presented.
 - g. Free Cash – Bill Dowd inquired as to the status of the requested review of the Town’s certified Free Cash from October 2014. Town Administrator Paul LeBeau reported that there had been no change and that the likelihood of an official revision is low.
 - h. Town Accountant Reserve Fund Transfer – Bill Dowd inquired about the status of a Reserve Fund Transfer Request from the Town Accountant and Town Treasurer for the purpose of reorganizing the Town’s accounting system. Ken Szajda reported that the FinCom had already considered that and approved it.
 - i. School Revolving Funds – Bill Dowd reported that he had a number of questions about certain School revolving funds and the coverage for employee benefits costs for those employees paid out of them. He said he had addressed these to the Schools and would be working through them for answers.
 - j. Non-union pay increases – Bill Dowd expressed his concern about the issue of extraordinary pay increases for certain non-union employees. The Selectmen’s budget included one for the Administrative Assistant, the Fire Department budget included one for the Chief and the Planning Board budget included one for the Town Planner. He asked if the increase for the Administrative Assistant had already been negotiated or was just being proposed. Town Administrator Paul LeBeau reported that the Administrative Assistant has an employment agreement with the Town and while salary was discussed, the proposed increase was not agreed to in her agreement. He reported that even if it had been – as is the case with the Fire Chief – the agreements clearly make any pay adjustments subject to appropriation. Bill asked if the Board of Selectmen would be seeking funds to cover these increases as it did last year. Selectman Jay Leary said that had not yet been discussed. Bill expressed his concern that it appeared that in the case of the Planning Board, cost of the proposed pay increase was being offset by a reduction in Professional Services that may not be warranted, but was necessary to come in at “guideline”. Bill expressed similar concerns with the Fire budget’s increase for the Chief’s negotiated salary increase and decrease in vehicle repairs.
5. Adjournment – At 9:30 PM moved by Dan Alfred, Seconded by Beth Liberty to adjourn the meeting. Four in favor, none opposed, no abstentions, the meeting was adjourned.

Approved____3/17/15_____



**TOWN OF HOLLISTON
PLANNING BOARD**

703 Washington Street
Holliston, MA 01746
(508)429-0635

M E M O R A N D U M

TO: Finance Committee Members
FROM: Planning Board, Zoning Board and
Karen L. Sherman, Town Planner
DATE: February 5, 2015
RE: Tuesday February 10th Budget Review

FY16 Planning Board Budget Proposal

The Planning Board met and voted on the FY16 budget proposal on January 22nd. Our short-term and long-term goals remain unchanged – 1. To foster communication between regulatory boards through our professional staff, 2. To provide fair, professional and expeditious review of development applications, and 3. To protect the town's resources and quality of life by developing and amending long-term plans and corresponding land use regulations that fit the Town's needs. This budget allows us to maintain staff hours working cooperatively with the Building Department and Zoning Board of Appeals, providing level service to the Planning Board and the general public.

The Planning Board's fee structure was last amended in January 2014 and previously in January 2012. Fees are assessed in two parts: Application Fees which are deposited into the General Fund and Review Fee Deposits which are put into individual escrow accounts to pay for professional peer review per MGL, c.44, s. 53G. No Town funds are spent on engineering peer review. The Review Fees are held for project review and inspection for individual projects and unexpended funds are returned to applicants. Our escrow accounts total over \$100,000 at present for approximately 25 active projects.

Scenario 1 – Baseline Approach

Following the Finance Committee's instructions to provide a baseline budget scenario with a 1% salary increase, the exercise produces a Personal Services increase of \$1,346 while the overall increase allowed under the guideline is \$1,137, leaving a deficit of \$209. This scenario represents 30 hours/wk for the Town Planner and 20 hours/wk for the P/T Clerk plus \$150 longevity for the Town Planner. As our P/T clerk is not through the step process because of her relatively short tenure, she gets a wage adjustment on her anniversary in January as well as July 1. Her increase is therefore significantly more than 1%. Still working in conjunction with the Building Inspector and now formally with the Zoning Board of Appeals (beginning July 1), our staff remains cross-trained and will continue to maintain the current level of service to the public providing 30 hours of open office time.

Scenario 2 – Guideline

Attached is a spreadsheet following the Finance Committee's instructions to provide an overall +1.5% budget scenario with a 1% salary increase or a target of \$76,962 for the department. We have chosen to subtract the small salary "overage" amount of \$209 from the "Purchase Services" and "Office Supply" non-wage categories.

Purchase Services includes communications, professional development and professional services (i.e. legal and engineering). Applicants pay for all legal ads with the exception of those for zoning by-law amendments and Planning Board regulations as required by the general law. Professional development represents staff memberships as well as training for staff and Board members. This includes the Citizen Planner Training Collaborative, Mass. Association of Planning Director as well as the Massachusetts Chapter of the American Planning Association. As you know, any litigation or extraordinary legal advice not paid for by applicants can eat the Professional Services line item in one fell swoop. In all seriousness, this line item pays for any by-law/regulation research needed that cannot be entirely completed in-house, such as keeping our subdivision construction cost estimates up to date annually as well as any planning projects warranting legal and/or consultant review. In FY15 to date we have worked with special land use counsel to add performance standards for non-residential development to the Board's Special Permit and Site Plan Review Regulations. Additionally, our consulting civil engineer worked with the Town Planner, DPW Supt. and Highway Superintendent to develop some changes to the Subdivision Regulations regarding construction standards and materials testing. Both sets of regulations were adopted in January.

Scenario 3 – Merit Raise and Professional Service Increase

This scenario represents an overall increase of nearly 5.5% or \$3,019 over the Guideline amount and consists of increases in two line items – Personal Services and Professional Services.

Following the partial implementation of the Stone Consulting, Inc. Classification & Compensation Study, the Planning Board met in Executive Session with the Board of Selectmen to discuss classification of the Town Planner position within the Management Compensation Range Schedule, reviewed salary ranges and job descriptions of the 10 comparison communities utilized in the study and others, and subsequently conducted a Performance Evaluation. As a result, we are advocating for a 2.5% merit increase for the Town Planner, which would represent her first merit increase in 15 years. This wage adjustment results in an increase of \$749 over the 1% guideline for a request of \$51,208 annual salary.

While we could further reduce the Professional Services category to offset salary increases, we believe that any reduction would reduce that critical non-wage category below a minimum level. Realistically, we would actually like to increase this line item to \$5,000 or an increase of \$2,100 over FY15 to continue updating regulations and the Zoning By-Law and to be able to proactively complete additional planning projects. We

were fortunate in the past year to work with the Board of Selectmen to obtain Town Meeting funding for the downtown traffic analysis and to receive free technical assistance from the MAPC for a downtown parking analysis (over \$15,000 value). Additional study(s) is (are) warranted in the downtown area with regarding to zoning boundaries, uses and performance standards, as well as wayfinding, Upper Charles Trail connections and hubs, and pedestrian safety and amenities. The Planning Board would like to play a central role in these community planning efforts.

**FY16 BUDGET REQUEST
PLANNING BOARD**

DEPT. NO.	ACCT.	NO.	ACCOUNT NAME	Expended Fiscal Year 2011	Expended Fiscal Year 2012	Expended Fiscal Year 2013	Expended Fiscal Year 2014	Appropriated Fiscal Year 2015	Expended Fiscal Year 2015	Requested Fiscal Year 2016	Change FY 2015 to FY2016
			PLANNING BOARD								
		50002	Planning Director	46,601	47,563	47,859	48,338	49,959	26,929	51,208	1,249
		50070	Clerical Part-time	16,358	16,579	17,436	18,380	20,927	9,699	21,723	796
		50192	Longevity	150	100	100	100	100	150	150	50
			<i>Subtotal Personal Services</i>	63,109	64,242	65,395	66,818	70,986	36,778	73,081	2,095
		51710	Workers' Compensation	0	0	0	0	0	0	0	0
		51720	Disability Insurance	0	0	0	0	0	0	0	0
		51750	Health Insurance	0	0	0	0	0	0	0	0
		51760	Medicare	0	0	0	0	0	0	0	0
		51770	County Retirement	0	0	0	0	0	0	0	0
			<i>Subtotal Benefits</i>	0	0	0	0	0	0	0	0
		51000	PERSONAL SERVICES	63,109	64,242	65,395	66,818	70,986	36,778	73,081	2,095
		52150	Communications	650	908	664	612	800	244	800	0
		52170	Professional Development	480	345	535	730	600	490	600	0
		52190	Professional Services	10,205	7,101	7,371	2,825	2,900	0	1981	(919)
		52000	PURCHASED SERVICES	11,335	8,354	8,570	4,167	4,300	734	3,381	(919)
		54200	Office Supplies	199	345	508	482	539	159	500	(39)
		54000	SUPPLIES & MATERIALS	199	345	508	482	539	159	500	(39)
		TOTAL	PLANNING BOARD	74,643	72,941	74,473	71,467	75,825	37,671	76,962	1,137
			GUIDELINE							76,962	
			Revenues	8,447	26,450	16,350	22,900		17350		

**FY16 BUDGET REQUEST
FIRE DEPARTMENT**

DEPT. NO.	ACCT. NO.	2/17/15 ACCOUNT NAME	Expended Fiscal Year 2011	Expended Fiscal Year 2012	Expended Fiscal Year 2013	Expended Fiscal Year 2014	Appropriated Fiscal Year 2015	Expended Fiscal Year 2015	Request Fiscal Year 2016	Change 2015 to 2016
1220		FIRE								
	50019	Fire Chief	52,620	52,620	69,655	72,505	74,083	48,827	78,105	4,022
	50028	Captains	27,375	27,375	32,695	27,915	32,625	16,447	32,950	325
	50029	First Deputy Chief	0	0	0	5,101	0	0	13,800	13,800
	50042	Firefighters	0	0	0	0	250	0	250	0
	50043	Alarm Dispatchers	179,743	165,897	154,643	197,489	142,499	135,627	144,145	1,646
	50052	Lieutenant	24,662	25,080	25,320	22,578	30,200	15,059	30,500	300
	50054	Firefighters Stipend	161,228	172,305	178,539	166,993	201,144	101,091	205,925	4,781
	50055	Firefighters	52,059	54,142	85,762	60,129	100,270	40,622	100,270	0
	50239	Police Details	0	0	0	0	0	0	0	0
	50410	Overtime	0	0	0	0	0	0	0	0
	50430	Overtime Dispatch	0	0	0	0	1,250	0	1,250	0
	50435	Weekend Duty	9,598	9,770	21,947	20,462	24,237	12,237	24,475	238
	50510	Holiday Pay	7,888	7,442	6,199	5,922	6,797	4,335	6,850	53
	50525	Longevity	4,650	5,150	7,125	7,000	5,150	6,700	5,200	50
	50920	Training	0	0	56,925	58,350	80,000	35,625	80,000	0
		<i>Subtotal Personal Services</i>	<i>519,823</i>	<i>519,781</i>	<i>638,810</i>	<i>644,444</i>	<i>698,505</i>	<i>416,568</i>	<i>723,720</i>	<i>25,215</i>
	51710	Workers' Compensation	0	0	0	0	0	0	0	0
	51720	Disability Insurance	0	0	0	0	0	0	0	0
	51725	Accident Insurance	0	0	0	0	0	0	0	0
	51740	Life Insurance	0	0	0	0	0	0	0	0
	51750	Health Insurance	0	0	0	0	0	0	0	0
	51760	Medicare	0	0	0	0	0	0	0	0
	51770	County Retirement	0	0	0	0	0	0	0	0
		<i>Subtotal Benefits</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
	51000	PERSONAL SERVICES	519,823	519,781	638,810	644,444	698,505	416,568	723,720	25,215
	52110	Energy&Utilities	27,907	21,222	22,177	25,563	23,000	11,226	23,000	0
	52150	Communications	2,352	4,173	4,136	3,358	4,500	1,638	4,500	0
	52170	Professional Development	3,868	4,020	6,903	3,262	4,450	1,620	4,450	0
	52190	Professional Services	13,945	13,155	12,143	15,158	15,200	9,894	15,200	0
	52000	PURCHASED SERVICES	48,072	42,570	45,359	47,341	47,150	24,377	47,150	0
	53020	Buildings/Grounds	4,687	9,433	13,127	8,946	6,800	5,298	6,800	0
	53031	Vehicle Repairs	8,812	6,514	17,142	13,472	22,000	31,352	14,000	-8,000
	53000	REPAIR & MAINTENANCE	13,499	15,947	30,269	22,418	28,800	36,650	20,800	-8,000
	54200	Office Supplies	1,246	1,896	1,511	5,082	3,000	553	3,000	0
	54247	Breathing	2,880	3,143	1,922	4,022	3,750	9,316	3,750	0
	54292	Uniforms	152	2,447	1,488	1,593	3,000	521	3,000	0
	54300	Vehicle Supplies	675	2,379	646	1,386	2,500	106	2,500	0
	54000	SUPPLIES & MATERIALS	4,953	9,865	5,567	12,083	12,250	10,496	12,250	0
	58758	Replacement Equipment	4,055	2,841	1,547	2,068	6,000	775	6,000	0
	58760	Machinery	0	739	0	0	1,500	0	1,500	0
	58920	Fire Protection	237	1,745	1,113	9,906	5,000	520	5,000	0
	58925	Large Diameter Hose	0	0	0	0	0	0	0	0
	58000	CAPITAL OUTLAY	4,292	5,325	2,660	11,975	12,500	1,295	12,500	0
TOTAL	FIRE		590,639	593,488	722,665	738,260	799,205	489,387	816,420	17,215
	GUIDELINE								816,420	
	Revenues		15,117	10,925	16,275	15,033		9,560		

Risks to the proposed budget:

- 1 Minimal funding for professional development
- 2 Span of control for chief officers
- 3 Insufficient capital funding for resource inventory needs
- 4 Inspection and code enforcement backlog
- 5

Opportunities for further budgetary savings:

- 1 Sharing resources with other Town departments
- 2 Renewable energy solutions
- 3 Performance management (data driven decision-making)
- 4
- 5

**FY16 BUDGET REQUEST
EMERGENCY MANAGEMENT**

DEPT. NO.	ACCT. NO.	2/17/15 ACCOUNT NAME	Expended Fiscal Year 2011	Expended Fiscal Year 2012	Expended Fiscal Year 2013	Expended Fiscal Year 2014	Appropriated Fiscal Year 2015	Expended Fiscal Year 2015	Requested Fiscal Year 2016	Change 2015 to 2016
1291		EMERGENCY MANAGEMENT								
	52150	Communications	6,020	5,985	7,238	7,002	10,155	7,428	10,305	150
	52170	Professional Development	1,000	60	2,560	0	0	0		0
	52000	PURCHASED SERVICES	7,020	6,045	9,798	7,002	10,155	7,428	10,305	150
	54200	Office Supplies	97	0	0	64	64	31	72	8
	54000	SUPPLIES & MATERIALS	97	0	0	64	64	31	72	8
	58300	Machinery & Equipment	1,014	0	0	300	300	0	300	0
	58760	Communications Equipment	0	0	0	0	0	0		0
	58820	Computer Equipment	0	0	0	0	0	0		0
	58000	CAPITAL OUTLAY	1,014	0	0	300	300	0	300	0
TOTAL		EMERGENCY MANAGEMENT	8,131	6,045	9,798	7,366	10,519	7,459	10,677	158

GUIDELINE

REVENUE

Emergency Response/Recovery Fund

Revenues	27,907	62,851	14,279	0	0
Expenses	6,460	0	1,624	8,275	4,383
Transfers Out	0	0	0	9,639	0
Balance	42,408	105,259	117,914	100,000	95,617

Risks to the proposed budget:

- 1 Minimal funding for professional development
- 2 Insufficient capital funding for resource inventory needs
- 3
- 4
- 5

Opportunities for further budgetary savings:

- 1 Sharing resources with other Town departments
- 2 Revolving fund utilization
- 3
- 4
- 5
- 5

**FY16 BUDGET REQUEST
AMBULANCE**

DEPT. NO.	ACCT. NO.	2/17/15 ACCOUNT NAME	Expended Fiscal Year 2011	Expended Fiscal Year 2012	Expended Fiscal Year 2013	Expended Fiscal Year 2014	Appropriated Fiscal Year 2015	Expended Fiscal Year 2015	Request Fiscal Year 2016	Change 2015 to 2016
26231		AMBULANCE								
	50019	Chief	35,080	35,080	18,686	4,931	23,796	12,982	28,335	4,539
	50028	Deputy Chief	9,609	10,000	6,098	14,260	5,150	5,774	5,200	50
	50043	Alarm Dispatch	31,139	50,250	56,388	0	62,065	0	62,827	742
	50057	Ambulance Drivers/EMTs	70,260	80,693	76,798	47,976	74,530	45,408	75,275	745
	50097	EMT/Base Salary	41,454	30,024	30,199	18,917	45,000	19,127	45,450	450
	50525	Longevity	3,200	3,150	1,675	1,800	3,300	1,700	3,325	25
	50910	Uniforms	474	369	23	3,226	1,525	99	1,540	15
		<i>Subtotal Personal Services</i>	<i>191,216</i>	<i>209,566</i>	<i>189,867</i>	<i>91,109</i>	<i>215,386</i>	<i>85,089</i>	<i>221,952</i>	<i>6,566</i>
	51710	Workers' Compensation	0	4,028	3,235	0	5,188		5,610	422
	51720	Disability Insurance	349	148	145	39	163	163	87	-76
	51740	Life Insurance	188	268	225	39	204	204	737	533
	51750	Health Insurance	51,000	49,086	49,867	12,347	77,148	77,148	70,160	-6,988
	51760	Medicare	1,275	2,717	2,225	0	1,704	1,704	2,257	553
	51770	County Retirement	1,014	813	3,410	0	12,539	0	10,007	-2,532
	51790	OPEB	0	0	0	0	0	0	24,793	24,793
		<i>Subtotal Benefits</i>	<i>53,825</i>	<i>57,060</i>	<i>59,107</i>	<i>12,425</i>	<i>96,946</i>	<i>79,219</i>	<i>113,651</i>	<i>16,705</i>
	51000	PERSONAL SERVICES	245,041	266,626	248,974	103,534	312,332	164,308	335,603	23,271
	52060	EMT Certifications	1,850	1,335	1,850	290	11,000	928	11,000	0
	52061	EMT Training	3,015	3,884	6,621	4,071	3,200	981	3,200	0
	52110	Energy&Utilities	0	0	5,625	0	5,625	0	5,625	0
	52170	Professional	0	380	0	0	1,000	0	1,000	0
	52186	CPR/First	3,061	2,205	2,641	1,830	3,200	888	3,200	0
	52190	Professional	2,415	7,367	567	502	3,500	0	3,500	0
	52198	Medical/Physical Services	277	0	0	0	500	0	500	0
	52250	Postage	133	138	160	234	250	85	250	0
	52326	Ambulance Service Fee	56,477	36,528	37,291	44,948	60,000	37,161	60,000	0
	52000	PURCHASED SERVICES	67,027	51,838	54,754	51,875	88,275	40,043	88,275	0
	53020	Buildings/Grounds	0	0	3,607	0	2,500	0	2,500	0
	53030	Repair/Maintenance Equipment	1,010	1,040	1,562	2,028	2,500	829	2,500	0
	53031	Repair/Maintenance Vehicles	5,087	3,493	3,687	2,325	7,500	848	7,500	0
	53034	Repair/Maintenance Comm.	621	504	1,857	1,618	1,250	0	1,250	0
	53000	REPAIR & MAINTENANCE	6,718	5,037	10,712	5,971	13,750	1,677	13,750	0
	54200	Office Supplies	248	440	326	3	450	0	450	0
	54204	Paper, Forms	589	124	219	377	600	401	600	0
	54246	Medical Supplies	9,414	8,105	14,673	10,535	12,000	6,021	12,000	0
	54247	Oxygen	6,862	5,620	6,829	6,815	7,000	4,910	7,000	0
	54520	Vehicle Maintenance	0	137	440	86	1,250	0	1,250	0
	54000	SUPPLIES & MATERIALS	17,114	14,426	22,487	17,816	21,300	11,332	21,300	0
	58501	Ambulance Replacement	0	0	0	0	0	0	0	0
	58760	Communications Equipment	0	1,808	2,165	586	2,100	2,007	2,100	0
	58000	CAPITAL OUTLAY	0	1,808	2,165	586	2,100	2,007	2,100	0
	TOTAL	AMBULANCE	335,900	339,735	339,092	179,781	437,757	219,366	461,028	23,271
		GUIDELINE							444,323	
		OPEB					21,726			
		Ambulance Accounts								
		Revolving Account Revenue	184,783	226,369	312,538	398,706		3,405		
		Reserve For Appropriation Revenue	158,778	128,259	15,231	0		194,618		
		Total	343,561	354,628	327,769	398,706		198,022		

Risks to the proposed budget:

- 1 Minimal funding for professional development
- 2 Insufficient capital funding for resource inventory needs
- 3 Unfunded mandates from state licensing agency
- 4 Healthcare and OPEB costs
- 5

Opportunities for further budgetary savings:

- 1 Sharing resources with other Town departments
- 2 Renewable energy solutions
- 3 Performance management (data driven decision-making)
- 4 Fee increase
- 5

Finance Committee
Action Items List

Item	Meeting Date	Issue Description	Responsible	Target Date	Resolved	Notes
27	13-Aug-13	Develop a list of topics/info the FinCom needs from the Town Accountant	FinCom	31-Dec-13		Merged with 28 and 72.1 (Formerly 80)
28	13-Aug-13	Start quarterly in-person reviews with the Town Accountant	FinCom	31-Dec-13		Merged with 28 and 72.1 (Formerly 80)
38	3-Sep-13	Fill recording Secretary position	FinCom	31-Dec-13		Merged with Policies
50	22-Oct-13	Determine timing and trajectory to achieve reserve target.	FinCom	31-Dec-13		
60	4-Feb-14	Release December 10th Executive Session when appropriate	Ken Szajda	31-Dec-14		
61	4-Feb-14	Review Bylaws as it applies to Finance Committee offices et al	Ken Szajda	31-Dec-14		
62	17-Jun-14	Capital Plan	FinCom	31-Dec-14		
63	17-Jun-14	Include FinCom in OPEB valuation review with Actuary	Paul LeBeau	31-Dec-14	1/13/15	Meeting with Segal
65	17-Jun-14	Develop guidance for handling overlap with retiring staff	Paul LeBeau	31-Dec-14		
66	24-Jun-14	Purchase Order / Requisition process needs to be revisited to deal with visibility of outstanding liabilities	FinCom	31-Dec-14		
68	24-Jun-14	Inquire about and resolve Park Commission revolving fund	FinCom	31-Dec-14		
71	24-Jun-14	All revenue lines in FY15 worksheet - including new growth data - to be reviewed by, and set by full committee	FinCom	31-Dec-14		
72.1	24-Jun-14	Beth Liberty's memo - financial reporting	FinCom	31-Dec-14		Merged with 27 and 28 Paul LeBeau circulated drafts on 9/16/14
72.2	24-Jun-14	Beth Liberty's memo - policies	FinCom	31-Dec-14		
72.3	24-Jun-14	Beth Liberty's memo - credit ratings	FinCom	31-Dec-14		
72.4	24-Jun-14	Beth Liberty's memo - benchmarking	FinCom	31-Dec-14		
73	24-Jun-14	Meeting with School Committee to review latest teacher's union contract	Ken Szajda	31-Dec-14	1/13/15	
75	19-Aug-14	Draft a revised budget format to include revolving funds	Bill Dowd	31-Dec-14		
79	19-Aug-14	Evaluate the method of handling Extended Day benefit costs	FinCom	31-Dec-14		
80	16-Sep-14	Circulate and request completion of Capital Asset Inventory	Ken Szajda	31-Dec-14		
81	14-Oct-14	Re-evaluate how to handle Capital proposals on the Warrant	FinCom	31-Dec-14	21/31/15	Included in FY16 budget guidance

Benefits Budget
FY16 vs FY15Total Proposed Expenditures
Before all Allocations

ACCT. NO.	ACCOUNT NAME	Request Fiscal Year 2015*	Request Fiscal Year 2016	Change	Questions
EMPLOYEE BENEFITS					
51710	Workers' Compensation	\$192,267	\$202,858	5.5%	Why is this escalating at a rate greater than payroll?
51720	Disability Insurance	\$22,021	\$22,535	2.3%	
51740	Life Insurance	\$13,090	\$16,560	26.5%	What is causing this?
51750	Health Insurance	\$3,872,898	\$4,246,048	9.6%	Weighted average increase only 10.8%
517501	Employee Health Mitigation Fund (EHMF)	\$0	\$0	0.0%	The increase equals the tax on \$9.3 million in payroll ???
51760	Medicare	\$394,732	\$529,444	34.1%	
51761	Medicare Part B	\$8,130	\$8,130	0.0%	
51750	INSURANCE	\$4,503,138	\$5,025,575	11.6%	
51770	County Retirement	\$1,946,930	\$1,946,930	0.0%	Why are we seeking more than assessed?
51772	Miscellaneous Pensions/Health Insurance	\$800	\$500	-37.5%	
51780	Unemployment	\$100,000	\$75,000	-25.0%	What is this?
51790	OPEB	\$1,500,000	\$1,500,000	0.0%	Based on historical experience?
51930	Sick/Vacation Leave	\$62,000	\$65,000	4.8%	What is the liability? What is balance?
51931	Flexible Spending/HRA	\$1,000	\$750	-25.0%	
51780	BENEFITS	\$3,610,730	\$3,588,180	-0.6%	Why are we still paying this?
	Other				
	OPEB & F/A FEES	\$35,000	\$0	-100.0%	
TOTAL	EMPLOYEE BENEFITS	\$8,148,868	\$8,613,755	5.7%	

* Budget request submitted in February 2014 plus \$1,500,000 OPEB appropriation

Benefits Budget Questions

March 7, 2015

1. Worker's Compensation
 - a. This is a payroll based insurance program. Why are the costs escalating faster than payroll?
2. Life Insurance
 - a. What is causing the dramatic increase in costs?
3. Health Insurance
 - a. The average premium increase was reported as 12.5%. However, the weighted average increase is 10.8%. What does the 12.5% increase refer to? WSHG?
 - b. There are no counts for Surviving Spouses in the worksheet. Where have they gone?
 - c. The premium for the HP Medicare Enhanced plan is shown as having a 0% increase CY14 to CY15. Yet the worksheet estimates a CY16 increase of 8%. On what is the CY16 estimated increase based?
 - d. The premium for the HP PPO plan on the retiree chart is not increasing by the 8% shown at the top of the column. Why? Also, the employer/employee split is 50/50. Why?
 - e. Why was none of the WSHG unrestricted surplus used to mitigate the FY16 premium increases?
 - f. Why are Ashland, Westwood and Walpole leaving the WSHG? I'm not as concerned with where they went as I am with why they left.
 - g. Regarding your lack of understanding about my question on the "journal entry" for Extended Day benefits, you told me that the Schools conveyed to the Town by way of a "journal entry" at the close of the fiscal year, an amount of money to cover Extended Day benefits. While I never heard back from you, Keith Buday informed me that the amount for FY14 was just under \$200,000. Yet on the FY16 budget page, the Extended Day benefits are shown as more than \$255,000. I need to understand the reason these number are so different.
 - h. Is the proposed handling of the Water benefits as an "indirect cost" to be moved into the General Fund from Water revenues the legally REQUIRED treatment under Enterprise Accounting, or a choice from among alternatives that you are proposing?
 - i. Why is the FY16 Health Insurance allocation to the Ambulance increasing so dramatically?
4. Medicare Taxes
 - a. The increase in the tax represents about \$9.3 in payroll. Please explain.
5. Medicare Part B
 - a. How many are left on this plan? What is the Town paying?
6. County Retirement
 - a. In your response to me, you reported that the MCRB assessment for FY15 was \$1,909,829, and that INCLUDED the lump sum discount. You said our full, undiscounted assessment was \$1,946,930. Where

can I find that number, or how was it derived? Based on your prior response, the amount shown as the assessment on page 33 of the MCRB valuation reflects the lump sum discount, which by the footnote at the bottom is based on two payments on July 1 and December 31. What other payment options exist, and how do we determine the impact of each on our assessment?

- b. For FY15, it appears that the FinCom recommended a budget for County Retirement that was more than our discounted assessment. I do recall being told that we took advantage of the lump sum discount. I don't recall being advised that the proposed budget reflected a plan to overpay our county retirement costs for FY15. How many years have we been doing this?
 - c. Given that we have been paying more than the plan requires, what is the plan for paying our pension expense? How is the amount of the extra payment arrived at, and what will be the impact on reaching full funding from adopting this practice?
 - d. Why is the FY16 County Retirement allocation to Ambulance increasing so dramatically over FY15?
7. Miscellaneous Pensions/Health Insurance
- a. What is this?
8. Unemployment
- a. Who handles the Town's claim administration?
9. Sick/Vacation Leave
- a. You reported that there has been no activity in the fund. Is this because we have yet to have any unexpended funds in this account since the fund was established?
 - b. What is the current liability for this purpose and how was it calculated?
 - c. Why are we not seeking to increase the appropriation so we can begin funding and smooth out volatility?
10. Flexible Spending/HRA
- a. Why are we still paying for this?
11. General
- a. Could you please provide the same fully detailed benefits budget worksheet with all detail sheets in Excel as you did in 2014?

NB – My issues with allocation to Extended Day and Cafeteria have been taken up with the School Department.