

**FINANCE COMMITTEE MINUTES  
JANUARY 17, 2012**

The meeting was called to order at 7:35 PM in the Selectmen's Meeting Room of Town Hall. The following members were present: Ken Szajda, Michelle Zeamer, Pam Zicko and Mark Schultz. Kathleen White and Tom Meehan were absent from the meeting.

Pam Zicko, seconded by Mark Schultz, made a MOTION to approve the minutes of the December 6, 2011 meeting. Passed 4-0-0.

Pam Zicko, seconded by Mark Schultz, made a MOTION to approve payment of a bill submitted by Faith Antonioli for meeting and minutes totaling 1.5 hrs. for the week ending Dec. 17, 2011. Passed 4-0-0.

Liz Greendale presented the Town Clerk's budget, which met the guideline. The Personal Services met the guideline for the table. Pam Zicko asked her what she would like if given more money and she said she would like to give Diane, her assistant more than a 1% raise – she has not received a raise in 3 years. Professional Services is up because of conferences needed for certification. Liz reduced office supplies to cover the increase – but doesn't think that it will be a problem based on the run rate. She also thinks there may be a little extra in communication because of the new phone system. Ken Szajda asked about money included in the budget for film for passports. Mark Schultz suggested looking at money spent in past years for passport supplies and reduce it. Liz Greendale said that passports had generated quite a bit of revenue. Perhaps she could continue to take the pictures in her dept. and pass the application process on to another dept. in Town Hall. She also presented the Elections budget, which is up because it is a year with 3 elections – Presidential, Town and State Primary. In 2009, the state paid for the updates to the handicap voting booth; it has become the responsibility of the town to pay for this. The FY13 budget is up \$3000 from FY09, which was the last year to have 3 elections. Ken Szajda asked if it is required that the town prints a specific number of ballots and Liz said that she thought so, but would check into it.

Maureen Corson presented the Parks & Recs budget, which met the guideline at \$89,913. She said that her dept. pays 25% of the grounds worker's salary, which goes to Highway. She said that she had met one of her goals for last year, which was to increase revenue with more in-house programs. Maureen said that the dept. did away with some of the contract programs and did well. Participation was down slightly, but revenue was up. Parks made money in every program. They spent \$1000 on brochures last year, but plan to print in-house, on demand this year. Life guards will continue to be paid from the revolving account. She would like to put some money into the tennis courts at Goodwill Park in FY13.

Ann McCobb presented the BOH guideline, which appears to be over budget. She brought up the many state mandates that fall into her budget. There was some question over a line item increase for extra clerical – a 1% increase was put in and increased hours. 109 hours had been removed from this position in FY12 and Ann said they are trying to restore the hours. Ken Szajda said that this brings them over the guideline and asked Ann

McCobb for clarification and to verify the numbers. Pam Zicko asked Ann what she would ask for if more money were available and she said to restore as much clerical as possible. Ann said that the BOH has one article for Town Meeting - the revolving account for inoculations. Michelle Zeamer asked about receiving payments from Covanta and Ann McCobb said they only pay for the compliance officer. Ann McCobb mentioned sharp disposal, which is an unfunded mandate from the state. She has spoken to Carolyn Dykema about presenting a bill in the legislature. A short term solution is to try to set up a regional collection day.

Dennis Ferreira handed out a list of projects from the Water Dept. these are for the next 5 yrs. and are their Master Plan. These were presented in 3 different scenarios. These will; be discussed further at a later date.

The Reserve Fund is at \$212,675.

The FinComm budget came in at guideline -\$1523.

On March 6, 2012, the CPC and Water Depts. will come in at 8:00 & 8:30.

Next week the 24<sup>th</sup>, the Assessors, Library, Police, Veterans, Solid Waste and Street Lighting budgets will be presented.

Paul LeBeau informed the FinComm that the BOS had voted to accept the Municipal Health Reform law, Section's 21-23 of 32B.

At 9:15, Pam Zicko, seconded by Mark Schultz, made a MOTION to adjourn the meeting. Passed 4-0-0.

Respectfully submitted,  
Faith Antonioli, Secretary

Date Approved: February 7, 2012