

**FINANCE COMMITTEE MINUTES
FEBRUARY 28, 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, Mark Schultz, Pam Zicko, Michelle Zeamer and Kathleen White. Tom Meehan was absent from the meeting.

Ken Szajda told members that they had an invitation from the MA Municipals Assoc. to attend an OPEB workshop. It is being held on May 3.

Pam Zicko, seconded by Mark Schultz, made a MOTION to approve payment of a bill submitted by Faith Antonioli for 2 weeks of meetings and minutes (2/7, 2/14) totaling 4.75 hrs. Passed 5-0-0.

Mark Schultz, seconded by Pam Zicko, made a MOTION to approve the minutes of May 7, 2012 as amended. Passed 5-0-0.

Chuck Corman presented the Technology budget, which came in at the guideline. He increased the Capital Outlay line, which is computer equipment. Chuck said that one project that needs to be done is to complete the fiber network into other town buildings – the Highway Dept.'s building and the COA building. These are not figured into his budget. He said that he needs to keep monitors in stock because many are 7 years old. Monitors have a life expectancy of 2.5 to 7 yrs. Ken Szajda asked about the increase in Communications, if it was for the telephone. Chuck Corman said that he expects this line to go down because they have found some extra phone lines in Town Hall that have not been used, but the town has been charged for. Chuck's concerns with this budget are the number of monitors that could need to be replaced; the CAMA server is the oldest server and adding fiber to non-fiber locations.

Ann Marie Pilch presented the ConComm guidelines. She presented 2 budgets, the guideline budget, which she presented to the FinComm and the ConComm's requested budget, which they had voted on. This budget is over the guideline because of the increase in Personal Services for the Conservation Agent. Communications is up largely because of postage. Professional Development is up because of membership dues for Chuck Katuska and Sheri O'Brien and \$100 for each to attend a local conference. Ms. Pilch explained the ConComm's reasons for the over guideline budget. It is for an increase in salary for the agent, not an increase in hours. She also pointed out that in FY09, the budget was higher than now. In FY10, the ConComm took a service cut in conjunction with cutting the budget. Ken Szajda asked if there were any figures for the activity rate related to 3 years ago. Pam Zicko asked why they are so busy and was told that there are many on-going projects and that maintenance of projects does not generate new revenue. Mark Schultz asked if there was any comparative data for agents' pay. The ConComm is looking for the information from the town's compensation study. Michelle Zeamer disclosed that her husband is a member of the ConComm. She asked how often they review the fee structure.

Lena Arena-DeRosa began her budget presentation for the COA by thanking all the people in various town depts. that help. The COA budget came in on guideline. With the guideline budget, Lena pointed out areas that she is concerned with in the Building & Grounds budget because there are many repairs that need to be made at the Senior Center, particularly the parking lot. She explained that the building, staff salaries, supplies and materials are all paid for by the town, but none of the programs are paid by the town. Supplies & materials are up because the number of people utilizing the Senior Center is up. The line for the Van Driver is down because they received an additional \$4900 from the MWRTA, which is used to pay for drivers' hours and gas. Communications is up because of postage – this line is about 70% postage vs. 30% phone. Michelle Zeamer asked if there is a fee for using the van and was told that a donation is asked for and this goes into the revolving fund. Professional Services are up because the cost of the cleaning service is going up. There is a revolving fund for building rental. Lena Arena-DeRosa pointed out that although 19% of the population of the town are seniors, less than ½ of 1% of the budget goes to the COA. The capital needs are as follows: a place for the MWRTA bus to turn around at the center (it is not allowed to back out); the need to add at least 15 spaces for parking; and the heating system(will have NStar energy audit done). Outdoor lighting was taken care of through the revolving fund. Indoor closet and kitchen renovations were done by Keefe Tech – the COA had to purchase the materials and all the labor was done for free. Lena included a list of fundraising and grants that the COA has received since 2007 to the present. She did say that grants cannot be used for the building or staff salaries. She said she would like \$25,000 for a study to start the process to add to the parking lot, but needs \$2500 to make the loop for the van to turn in. Lena said that the intergenerational concept has helped the center to utilize volunteers to help keep up the grounds, do computer work, etc. She said that she would also like to add an additional part time staff person which would allow her to open the center a couple of nights a week. She has some seniors who are still working full time who would like to be able to attend things at night. Mark Schultz mentioned the compensation survey and wants to see the results before making any changes. Michelle Zeamer asked about adult ed classes and would that be something to think about. FinComm asked Lena to get back to them with the cost of a new staffer and the cost for some of her other wishes.

Tom Smith presented the Highway budget which came in on guideline. Personnel services are up 1%, the remainder of the budget is up 1.5%. Tom was asked about his capital purchases from the fall and said that he has received them all. Ken Szajda asked about the snow and ice budget and Tom said that to date, he has spent about 43% of the budget. Tom Smith said that the run rate for the budget is right on target.

The Police will present at next week's meeting, which will begin at 8:00 PM. Water has been moved to the 13th.

At 9:20 PM, Pam Zicko, seconded by Kathleen White, made a MOTION to adjourn the meeting. It passed 5-0-0.

Respectfully submitted,
Faith Antonioli, Secretary

Date Approved: March 20, 2012