

**FINANCE COMMITTEE MEETING
MARCH 1, 2011**

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, Jay Leary, Tom Meehan, Pam Zicko, Mark Schultz, Jim Crews and Gordon Johnson.

Pam Zicko, seconded by Gordon Johnson, made a MOTION to approve the minutes of February 8, 2011, as amended. Passed 7-0-0.

Gordon Johnson, seconded by Pam Zicko, made a MOTION to approve payment of a bill submitted by Faith Antonioli, for meetings and minutes for the month of February, totaling 8.5 hrs. Passed 7-0-0.

Chuck Corman presented the Technology budget, which met the guideline by making a few changes from the FY11 budget. Due to the new computers purchased last year, Chuck felt comfortable with reducing the computer equipment line. He said that the risk in this area is that about 10% - 15% of the monitors are about 6 years old and may need to be replaced. Ken Szajda asked about spare computers and Chuck said that he has many of the old computers that were replaced last year to use as spares or for parts. He said that he would like to postpone the discussion of the Munis ASP issue until Mary Bousquet and David Nalchajian could be there also. The Munis migration must be complete by April 2012. Jay Leary commented that purchased services are up from last year – communications up \$4000. Chuck said he thinks it's because he shifted the website to that line. Mark Schultz commented that communications went up in many budgets. Chuck Corman mentioned that the Cama server is the oldest server at this time (5 or 6 yrs. old). His plan is to shift the newest IBM server to become the Cama server when the Munis ASP is done. The only cost would be labor to make the switch. He would not have to purchase a new server. Pam Zicko asked if there were any overages in the budget and was told no. Jim Crews asked about the computer equipment line and he pointed out that there seems to be \$360 left off somewhere in the purchased services part of the budget. Chuck said that he will send the FinComm a copy of the budget with that corrected. The computer equipment line is used in part for infrastructure, not just new computers, so \$5400 was kept in it; the labor cost for the Cama server will come out of this and Chuck will make some purchases to add to his stock. Chuck also hopes to have the "no fiber" areas become "fiber" areas. The areas with no fiber at this time are the Senior Center, the Highway Dept. and the Water Dept. (Central St. building).

Before presenting the budget, ConComm was questioned about the Reserve Fund transfer they are requesting. It is active litigation that they expect will be settled within the FY11 budget year. The FY12 budget was then presented, totaling \$42,523, coming in at the guideline. There are 3 changes from the FY11 budget to get to the level funding: 1- an additional \$520 in part time clerical; 2- \$243 less for the conservation agent (he is only 20 hrs. and his predecessor was 23 hrs.); and 3- and additional \$275 in salaries, which is offset in professional services to zero it out. Tom Meehan questioned whether it was realistic to take money from professional services, when there are looking for a Reserve

Fund transfer into Professional services. The response was that this is for litigation in the FY11 year that ConComm thinks will be resolved in FY11. They don't foresee anything big coming up in legal issues for FY12. Pam Zicko asked where the fees collected go – some goes to increase Mrs. O'Brien's hours. ConComm said there could be a slight increase in professional development due to an increase in membership fees. Jay Leary asked if they seek remuneration for legal fees and could it be stated up front on applications. Jeff Zeamer said they had not gone after legal fees, so he didn't know, but would check into it. It would be a fee recovery mechanism.

Tom Smith presented the budget for the Highway Dept. which is level funded. He listed the reductions taken in the budget: 1- temporary labor was cut \$9545, leaving enough money for a couple of guys to work 6 weeks in the summer; 2- reduced police details by \$2000, he can cover it with Chap. 90 funds; 3- reduced brush, grinding, compost, screening, etc. by \$2000; 4- reduced road marking by \$4000, because this can be put into Chap.90; Tom said he was also able to reduce this line because he uses a thermo-plastic paint for lines that last 3 years (it is initially more expensive when purchases); 5- reduced repair/maintenance out-service by \$3000; and 6- reduced vehicle maintenance by \$7000 because of the fleet upgrade and repair bills are down because many vehicles are still under warranty. Ken Szajda asked Tom if he keeps lists of the maintenance costs per vehicle. Tom said that he does. Jay Leary asked about the fueling system and Tom said that the pumps and wiring are getting old. Jay also asked about the state of the building and was told that there are some furnace issues and that the back of the building needs to be insulated. Mark Schultz questioned that energy and utilities was budgeted the same as FY11 and is that realistic given the way fuel cost are rising at this time. He also questioned that the run rate on buildings and grounds at this point for FY11 is more than budgeted for the entire FY12 budget. Tom did not think that it would be a problem. Jim Crews asked if the Highway Dept. was taking full advantage of the Chap. 90 funds and if they are allotted a specific amount. Tom said that they are allotted a specific amount and it is spent. He uses it largely for roads, culverts and sidewalks. Highway capital requests are as follows: 1- a sidewalk plow, with a plow and blower; 2- two frontline trucks – needs dump body, but he can put existing sanders in them; and 3- a backhoe. Tom's concern is that he knows capital is usually dealt with at the fall town meeting, but it can take 5 to 6 months to get the sidewalk plow and he wouldn't have it in time for next winter. Jim Crews said that he would like to see a budget showing how the Chap. 90 money is spent. Tom said he would get it to the FinComm.

Gordon Johnson, seconded by Pam Zicko, made a MOTION to transfer \$573.75 from the Reserve Fund to the ConComm (org. #01171), professional services (obj.#52190) for legal bills. Passed 7-0-0.

Liz Theiler came with a handout for FinComm members. It showed the hours of operation of area Senior Centers and the hours the directors' work. The COA cancelled their presentation for tonight to rework their budget.

Jay Leary commented that the Water Dept. has the Enterprise Fund back on the table. Ken Szajda asked FinComm members to review the responses from the Water Dept. on

their past questions and send any follow up questions to Jeff Weise for next week. It was commented that Water has never come up with a complete presentation of why they need the Enterprise Fund and what the benefit would be to the town. FinComm would like to see a detailed plan. The FinComm has a lack of confidence that the Water Dept. understands what the Enterprise Fund will do. CPC and Water will be at next week's meeting.

At 9:10 pm, Pam Zicko, seconded by Jim Crews, made a MOTION to adjourn the meeting. Passed 7-0-0.

Respectfully submitted,
Faith Antonioli, Secretary

Date Approved: March 15, 2011