

# JOINT FINANCE COMMITTEE AND BOARD OF SELECTMEN MEETING

March 20, 2013

Page 1 of 5

**Meeting Date:** March 20, 2013

**Called to Order:** 6:05 PM

**Location:** 1 Avenue A, Turners Falls MA

**Finance Committee Members Present:** John Hanold, Michael Naughton, Lynn Reynolds, Greg Garrison and Sharon Kennaugh.

**Board of Selectmen Members:** Pat Allen, Christopher Boutwell and Mark Fairbrother.

## **Others Present:**

Town Administrator Frank Abbondanzio, Town Accountant Carolyn Olsen, Director of Health Gina McNeely, Board of Health Members Jay DiPucchio, Mike Nelson (and Chris Boutwell), Director of Libraries Sue SanSoucie, Library Commissioner Karen Latka and Jeanne Golrick

**Mr. Boutwell announces remote participation by Pat Allen due to geographical distance.**

## **Minutes**

Finance Committee Moved:

To approve the minutes of February 20, 2013.

Vote: 5 In Favor 0 Opposed 0 Abstained

Selectmen Moved:

To approve the minutes of March 6, 2013.

Vote: Allen -Aye Boutwell - Aye Fairbrother - Aye

## **Libraries Budget**

- The library had received local grants in the past that are no longer funded. This funding was mostly used for Music and Movement – a weekly program for young children- but also for other educational programming. This year these programs were funded from a \$4,000 special article which is not sufficient to fund the program for an entire year. The Children's librarian has secured close to \$2,000 of funding from local fundraising and this will cover the balance of the cost for Fiscal Year 2013. The Trustees and Director feel that this extra money should be included in the operating budget rather than a special article and that is where it shows for Fiscal Year 2014.
- Mr. Naughton asked why the Library is funding this. Ms. SanSoucie responded that this is what libraries do - they fund programs for the community. Mr. Naughton asked if there was an overlap between programs between the Library and Parks and Recreation. There is not. Most Parks and Recreation programs are during the summers and during evenings while Library programs are generally held during the daytime.
- Mr. Hanold noted for anyone new is that the library has specific embedded budget content and increases required to continue to receive state grants. The total budget must be at least 2.5% greater than the average of the last 3 years' budgets. State

- aid is used for supplemental programs although sometimes at the end of the year utilities are charged to the grant if there are budget shortfalls.
- Mr. Hanold asked if there was anything we have not learned before that we should know. Ms. SanSoucie said we're doing business out of a 100 year old building. It's time to do something about that. You can't do anything at that location due to preservation restrictions and lack of room to expand.
  - Ms. Golrick suggested that when Ms. SanSoucie addresses town meeting she take the opportunity to let people know what items are on the library wish list.

**Board of Health Budget**

- Mr. Hanold asked the effect of having a Health Inspector and the impact of the workload on Ms. McNeely and board members. Ms. McNeely reported that the inspector has done a tremendous amount of work. We have 59 permanent food establishments which require 236 inspections per year. In addition to the permanent establishments we have temporary food establishment for events such as the Pumpkinfest that result in at least 50 inspections a year. The Health Inspector's first task has been food inspections. The inspector has conducted 43 food inspections, 37 re-inspections, and 3 housing inspections, so the burden on Ms. McNeely has been lessened, allowing Ms. McNeely to spend more time on housing issues – including more comprehensive housing inspections, court cases, and administration. More importantly the food inspections are now being conducted as required by law.
- Mr. Hanold asked about the request for increased hours from 14.5 hours per week to 20 for the Health Inspector. The increase creates a benefitted position. The inspector is very competent and is receiving further training to become a registered sanitarian. To continue to offer fewer hours without benefits risks losing the employee. Notwithstanding that the issue that there is more than enough work to justify the additional hours, Ms. McNeely really wants to keep the current inspector.
- Ms. Golrick asked about last year's statement that the new position would not be benefitted. Ms. McNeely agreed that the original request was for 14.5 hours per week as the Health Inspector and noted that the employee also works 5 hours a week as a nurse and stays under the 20 hours at which point benefits are provided.
- Ms. Golrick asked if there is going to be any data available for town meeting on work done to support the requested additional hours. Ms. Golrick requested the hours in field worked by Ms. McNeely in previous year, current year and expected for next year and the numbers of inspections done in each period. Ms. McNeely noted that this information would not address the additional work getting done on administration, housing, nuisance issues, and court filings.

**Building Inspector Budget – no questions submitted****Council on Aging Budget – no questions submitted****Parks & Recreation Budget – no questions submitted**

## JOINT FINANCE COMMITTEE AND BOARD OF SELECTMEN MEETING

March 20, 2013

Page 3 of 5

**Schedules I and II**

Individual amounts have previously been recommended for all items except full-time elected officials and pay ranges.

**SCHEDULE I  
Elected Officials**

<b><u>TITLE</u></b>	<b><u>FY12 ACTUAL</u></b>	<b><u>FY13 BUDGET</u></b>	<b><u>FY14 REQUEST</u></b>	<b><u>FY14 RECOMMEND</u></b>
<b>MODERATOR</b>	327	327	340	340
<b>BOARD OF SELECTMEN</b>				
Chairman	1,000	1,000	1,500	1,500
Second/Third Members	1,000	1,000	1,500	1,500
<b>BOARD OF ASSESSOR</b>				
Chairman	1,000	1,000	1,500	1,500
Second/Third Members	1,000	1,000	1,500	1,500
<b>TREASURER/COLLECTOR</b>	61,848.80	63,068.20*	64,288.97**	64,288.97
*61,716.20 (8-18) plus Treasurer/WPCF stipend of 1,352				
**62,936.97 (8-18+) plus Treasurer/WPCF stipend of 1,352				
<b>TOWN CLERK</b>	58,130.80	59,313.80*	60,779.34**	60,779.34
*(8-16)   **(8-17)				
<b>BOARD OF REGISTRARS</b>				
Town Clerk	772	772	800	800
<b>TREE WARDEN</b>	1,267	1,267	1,460	1,368.75*
Selectmen recommend \$1,300				
<b>BOARD OF HEALTH</b>				
Chairman	1,000	1,000	1,500	1,500
Second/Third Members	1,000	1,000	1,500	1,500

Ms. Golrick asked about payments to the Treasurer/Tax Collector from other agencies such as the Turners Falls Fire District and whether those amounts are reflected in the schedule. As these are payments do not go through the town the town has no information on them.

Finance Committee Moved:

To approve Schedule I as shown.

Vote:   5   In Favor   0   Opposed   0   Abstained

Selectmen Moved:

To approve Schedule I as shown, with the exception that the recommended stipend for the Tree Warden is \$1,300.

Vote: Allen -Abstained      Boutwell - Aye      Fairbrother - Aye

## JOINT FINANCE COMMITTEE AND BOARD OF SELECTMEN MEETING

March 20, 2013

Page 4 of 5

**SCHEDULE II**  
**Appointed Officials**

<u>TITLE</u>	<u>FY12 ACTUAL</u>	<u>FY13 BUDGET</u>	<u>FY14 REQUEST</u>	<u>FY14 RECOMMEND</u>
<b><u>ANNUAL STIPENDS</u></b>				
BOARD OF REGISTRARS (3)	338	338	500	500
EMERGENCY MGMT DIRECTOR	5,490	5,490	5,490	5,490
BURIAL AGENT	670	670	670	670
ANIMAL INSPECTOR	1,014	1,500	1,500	1,500
BARN INSPECTOR	325	500	500	500
COMPUTER ADMINISTRATOR		2,000	2,000	2,000
FOREST WARDEN	1,584	1,584	1,631	1,631
<b><u>HOURLY RATES</u></b>				
ASST. BUILDING INSPECTOR/Inspect.	27.06	27.06	27.06	27.06
GAS INSPECTOR/Inspection	27.06	27.06	27.06	27.06
PLUMBING INSPECTOR/Inspection	27.06	27.06	27.06	27.06
ELECTRICAL INSPECTOR/Inspection	27.06	27.06	27.06	27.06
	<u>Ranges/hr.</u>	<u>Ranges/hr.</u>	<u>Ranges/hr.</u>	<u>Ranges/hr.</u>
EXTRA CLERICAL	8.00-10.00	8.00-10.00	8.00-10.00	8.00-10.00
ELECTION WORKERS	8.00-10.00	8.00-10.00	8.00-10.00	8.00-10.00
SUMMER HIGHWAY	8.00-12.00	8.00-12.00	8.00-12.00	8.00-12.00
SNOW PLOW DRIVERS	15.00-25.00	15.00-25.00	15.00-25.00	15.00-25.00
PART TIME POLICE OFFICERS	14.62-16.00	14.62-16.00	14.50-17.00	14.50-17.00
PART TIME DISPATCHERS			13.00-15.00	13.00-15.00
PARKS & RECREATION	8.00-25.63	8.00-25.63	8.00-25.63	8.00-25.63

**NON-UNION EMPLOYEES NOT SHOWN ABOVE**

	<u>Grade</u>	<u>Range FY2013</u>		<u>Range FY2014</u>	
<b><u>SALARIED</u></b>		Start	End	Start	End
TOWN ADMINISTRATOR	11	64,555.40	90,363.00	64,856.90	92,138.12
TOWN ACCOUNTANT	8	44,080.40	62,644.40*	44,286.27	62,936.97*
CHIEF OF POLICE	10	61,425.00	86,031.40	61,661.25	86,362.29
DPW SUPERINTENDENT	10	61,425.00	86,031.40	61,720.31	86,445.01
DIRECTOR OF HEALTH	8	44,080.40	62,644.40*	44,286.27	62,936.97*
LIBRARY DIRECTOR	9	44,480.80	62,244.00	44,651.88	63,415.17*
WPCF SUPERINTENDENT	10	61,425.00	86,031.40	61,720.31	86,445.01

**HOURLY**

SELECTMEN'S SECRETARY	5	16.35	22.86	16.35	23.20*
-----------------------	---	-------	-------	-------	--------

\*includes 1.5% increase for employees on top step for at least one year as of anniversary date

**Informational Only: Fiscal Year 2014 budgeted wages**

TOWN ADMINISTRATOR	90,045.83	DIRECTOR OF HEALTH	62,936.97
TOWN ACCOUNTANT	62,936.97	LIBRARY DIRECTOR	63,343.77
CHIEF OF POLICE*	86,089.25	WPCF SUPERINTENDENT	80,673.04
DPW SUPERINTENDENT	75,220.78	SELECTMEN'S SECRETARY	35,006.90

\*includes additional 20% educational incentive pay

JOINT FINANCE COMMITTEE AND BOARD OF SELECTMEN MEETING

March 20, 2013

Page 5 of 5

Finance Committee Moved:

To approve Schedule II as shown.

Vote: 5 In Favor 0 Opposed 0 Abstained

Selectmen Moved:

To approve Schedule II as shown.

Vote: Allen-Abstained Boutwell-Aye Fairbrother-Aye

**Final Decisions on Use of Reserves**-to be rolled into next week's discussion and votes on all budget items

**Franklin County Technical School Stabilization Fund**

Mr. Hanold briefly described two methods to use. Mr. Naughton recommends a rolling 3 year average determination with the variance to that and the actual assessment be added to or taken from the Stabilization Fund. Ms. Olsen offered what she considers to be a simpler method of just determining a "typical" range of enrollment and only moving money into or out of the stabilization fund when enrollment is over or under the typical enrollment.

Mr. Naughton likes the idea of using some plan, and doesn't have a preference between the two approaches.

Mr. Hanold favors appropriating the amount the Tech School asks for without any other transactions. For Fiscal Year 2014 we would capture a savings from last year and Mr. Hanold feels that's close enough for a year to year change.

**Items not Anticipated** -None

**Board of Selectmen Meeting Adjourned at 7:45 PM**

Selectmen Moved:

To adjourn.

Vote: Allen – Aye Boutwell – Aye Fairbrother – Aye

**Finance Committee Adjourned at 7:45 PM**

**List of Documents and Exhibits –**

- Minutes of March 6, 2013
- Board of Health Budget
- Libraries Budget
- Draft Appropriations from Reserves for May 4, 2013

**Next Meeting**

March 27, 2013 – Preliminary budget votes with sources, including Special Articles