

Town of Wales
Finance Committee Meeting Minutes
February 8, 2012

Call to order at 7:02 PM

Attendees: Bonnie Jean, Judy McKain, Roy Lainson, Valerie Bernier, Mike Milanese

1) Approval of prior meeting minutes.

B Jean made a motion to accept the minutes as written, V Bernier seconded the motion. All were in favor.

2) Meet with Fire Chief Bennett re: the FY13 FD Budget Request @ 7:10.

Short discussion on the needs of the FD. Bennet reported that there are 20 firefighters in the Wales FD. In a major event (depending on the day), the FD could possibly send out all 20 members on location. Bennett also reported that none of the SCBAs are up to code, but have 4 that are usable. The FD originally requested \$129,000 in new equipment, but has since revised this request down to \$86,945.50. The request includes a full replacement of 15 SCBA's and other supplies.

The Finance Committee expressed that it supported upgrading these items, but feels that these items should be updated over a multi-year schedule rather than a lump sum in FY13. When asked, Bennett reported that the FD could get by with 8 working SCBAs. V Bernier asked if Bennett could request quotes for 8 SCBAs and visit the Finance Committee at their next meeting [Feb 29th].

B Jean recalled that in FY12, the prior FD Chief expressed an urgent need to replace hoses, but no request for this item was received this year. Bennett stated that he could not answer for the prior Chief. FinCom requested that he review the status of the hoses and let us know his opinion on this matter at the next meeting.

3) Meet with Sr Ctr Director Jegelewicz re: FY13 COA Budget Request @ 7:30.

Reviewed the increase in SC Expenses. J Jegelewicz explained that the SC used to receive free newsletter printing services, however the vendor has discontinued this service. Jegelewicz has requested an increase in SC Expenses of \$936 bringing the total to \$10,470.97 to cover the new expense of printing the Senior Center Newsletter. Jegelewicz noted that postage expenses will continue to be covered by grants.

Jegelewicz reported that the SC did receive the \$6,500 grant in FY12 from Greater Springfield Services to cover the cost of Outreach Coordinator. For FY13, the FC will continue the agreement we have had in prior years to forward the \$6,500 out of the Reserve fund or Norcross if the \$6,500 grant is not received in FY13.

Discussion of the SC Director Salary. A request was made to increase the Salary of this position from \$10,009.13 to \$18,720.00. Jegelewicz provided several examples of salaried positions for FinCom's use in comparison. FinCom will be evaluating these figures in addition to those at our own disposal. FinCom will return to this issue prior to making a final FY13 budget recommendation.

Other notes:

Jegelewicz reported that the hours she works in her various positions are as follows:

SC Director: 10hrs/week

Outreach Coordinator: 10hrs/week

Custodian: 4hrs/week

4) Reserve Fund request from town Treasurer.

Requested to transfer \$1,400 to the Interest on Loans account to "cover interest amount for [October 2011] snow emergency loan." After further discussion with the Treasurer, it was determined that the interest payment would not be due until February 2013 and came to agreement that this request will be postponed to a later date. B Jean made a motion to reject the request, J McKain seconded the motion. All were in favor.

Other notes regarding the October 2011 Snowstorm Loan:

This loan is a one year S-T Note which can be rolled over for 3 years at the request of the town. The full payment due in Feb 2013 will be approximately \$72,453.12 plus interest. FinCom will review whether to request that half this amount (or an amount close to this amount) be paid off in FY13 and the remainder be rolled over to FY14. Further discussion to be had on this item.

5) Review of Open Meeting Law memo sent by the Town Clerk.

The document provided by the Town Clerk was reviewed by the Finance Committee.

6) Discussion of warrant articles to be submitted by FinCom.

Discussed the possibility of moving the Dam Inspections (100-429-5219) & Financial Audit (100-135-5200) line items from the line item budget in favor of creating annual warrant articles which would successfully encumber these expenses for a future date. Dam Inspections cost roughly \$9,000 every five years. Financial Audits cost roughly \$14,000 every three years. Encumbering (or setting aside) these funds using this process should help to ensure that these funds are successfully saved by the time the expense occurs. More discussion on these items will be had before the final FY13 Budget Recommendation.

V Bernier will request the Financial Audit figures from the town Accountant.

As budget revenue and expense estimates become more firm in the upcoming meetings, we will also circle back to review any articles in regard to Stabilization funding.

Per By-Law Ch. 2, Section 15, the Finance Committee will request to receive submitted FY13 Articles and will review them in a future meeting.

7) Continued discussion of Grant Research line item.

There was some discussion whether FinCom would recommend \$500 toward this line item or not, seeing that this line item has not been used in FY12. FinCom will continue discussion on this item again before the final FY13 Budget Recommendation.

8) Continued review & discussion of submitted budget requests.

In addition to continued review of department budgets, FinCom will begin drafting a recommended FY13 Budget at our next meeting [Feb 29, 2012]. Salaried line items will be temporarily set to level-funded until we can determine if and to what extent funds will be available for increases.

Wales Local Access Budget Request.

The Wales Local Access does not currently receive any funding from the Town of Wales as this is not a town-owned building or function. Currently, funding for local access is provided by the cable company. FinCom believes that town revenues should not support local access in addition to the funds already being received.

9) Address any other business brought before us, as appropriate.

Old Business:

During the prior meeting on January 12th, FinCom reviewed the Town Clerk request to include an additional \$448 to cover the one-time course "Primer for New Town Clerks". FinCom fully supports this request, but feels this request should be made to the Board of Selectmen per Town By-law Chapter 5, Section 6.12:

6.12 Professional Development

If an employee is required by his/her Department Head to attend scheduled workshops or conferences due to work related duties specified in the employee's job description, employees will receive their hourly rate of pay while in attendance. Travel to and from workshops or conferences will count towards the hourly pay. Out-of-town overnight arrangements must be submitted and approved by the department head and forwarded to the Board of Selectmen for approval. Arrangements can only be made upon approval of both the Department Head and the Board of Selectmen. Once approvals are made and arrangements are made the expenditure will be submitted for reimbursement.

Misc Items:

- R Lanson will request that Highway Commissioner Wasiluk attend the next FinCom meeting [Feb 29th].
- V Bernier will represent Wales FinCom at the next Tantasqua Budget Sub-Committee meeting on Feb. 13th at the Wales Elementary School.
- FinCom will update the Budget Recommendation format as follows:
 - In addition to the FinCom Annual Report, we will now insert a one-page Budget Summary of total Estimated Revenues and total Estimated Expenses with major category breakouts.
 - The Line-item Budget Recommendation has been reformatted to increase visibility.
 - An additional year of historical information will be added for better comparison purposes.
 - Budget line items have been resorted to better follow the Uniform Massachusetts Accounting System which should help to group budgeted line items more accurately.

Next meeting set for Wednesday, February 29th @ 7:00 P.M. at the Town Hall.

Reserve Fund balance as of 2/9/12: \$23,933.33
(no changes made during the Feb 8, 2012 meeting)

Motion to adjourn at 9:48 PM made by Bonnie Jean; motion seconded by Judy McKain. All were in favor.
Minutes respectfully submitted by Roy Lainson.