

# Finance Committee Minutes

## February 8<sup>th</sup> 2018

The meeting was called to order at 4:05 with Mrs. Fracasso acting as chairperson. Present were Mr. Miller, Mrs. Walker, Mr. Pshenishny, Mrs. Fracasso, Mr. Klein and Mrs. Spaulding. Guests were Mrs. Claudette Callahan, Mr. Brian Mikesell (Trustees of the New Marlborough Library) and Ms. White.

The reading of the minutes for February 1<sup>st</sup> was waved so that the committee could discuss their concerns about the Library Expense budget [50610.01] with the Trustees. The budget for FY 18 was (\$45,048) and they were now requesting {\$45,915}. Mr. Klein asked for a breakdown of the larger items on the budget. The building and grounds item was \$4000, and Mr. Klein asked how this was spent. Mr. Mikesell stated that this budget covered the plowing, sanding, shoveling, lawn maintenance and cleaning. Mr. Klein wondered why the highway department does not do the plowing, and are the other tasks put out to bid? Mrs. Walker stated that if budgets were cut here and there perhaps a \$1000 could be saved. Mr. Klein asked about the CWMars figure. This provides the library with many services, namely an on line catalogue, audio books, interlibrary loan and other facilities. Mr. Mikesell stated that the certification process demands that the library increase its budget by a certain percentage over a period of time. Mrs. Walker asked if the purchases that the library makes are “bundled” with those of the town hall to which Mr. Mikesell stated he was sure that they were. Mr. Klein asked that the trustees do further research on the building and grounds and the breakdown of the bills.

Mr. Mikesell assured that he would do this, and added that the Committee might be interested in knowing that this is Mrs. O’Brien’s 25<sup>th</sup> year as librarian. Mrs. Spaulding asked if they had something planned to celebrate this and Mr. Mikesell stated that the Friends of the Library were planning something. Mrs. Fracasso thanked the trustees for coming and they left.

The minutes for February 1<sup>st</sup> were circulated. Mrs. Walker proposed a correction to the Longevity Stipend [90925.00] which she read. The minutes were accepted with this correction, Mrs. Spaulding 1<sup>st</sup>, Mr. Klein 2<sup>nd</sup> passed unanimously.

The budget review began;-

Finance Committee Expenses. [10133.00] prior to establishing the amount to be requested for this budget a motion was made for Mrs. Spaulding to purchase a tape recorder, which she said would cost about \$40.00. Mr. Pshenishny 1<sup>st</sup>, Mrs. Walker 2<sup>nd</sup> passed unanimously. The

committee then turned to the Finance Committee Expenses budget (\$500) level funded {\$500} Mrs. Walker 1<sup>st</sup> Mr. Klein 2<sup>nd</sup> passed unanimously.

**Assessor's Revaluation** [10142.00] (\$16,500) level funded {\$16,500} this budget pays for the necessary evaluation of the buildings in the town. Some years the work centers upon building permits etc., other years (like this past year) each and every building is actually checked. Mr. Miller 1<sup>st</sup>, Mrs. Fracasso 2<sup>nd</sup> passed with Mr. Pshenishny recusing.

**Assessor's Cyclical Re-inspection** [10142.05] (\$0) no funds requested at this time Mrs. Spaulding 1<sup>st</sup>, Mr. Klein 2<sup>nd</sup> passed with Mr. Pshenishny recusing.

**Assessor's Tax Map Update** [10141.55] (\$2,900) now requesting {\$3,100} this is a contract. Mrs. Spaulding 1<sup>st</sup>, Mr. Miller 2<sup>nd</sup> passed with Mr. Pshenishny recusing.

**Assessor's General Expenses** [10141.01] (\$1,900) now requesting {\$1,800} Mr. Klein 1<sup>st</sup>, Mr. Miller 2<sup>nd</sup> passed with Mr. Pshenishny recusing.

**Assessor's Stipend** [10141.00] (\$ 6,000) now requesting {\$8,000} this board is an elected one and has to pass certain requirements to serve, must sign all the abatements and commitments. Mrs. Spaulding proposed that they level fund this request to {\$6,000}. Mrs. Spaulding 1<sup>st</sup>, Mr. Klein 2<sup>nd</sup> passed with Mr. Pshenishny recusing.

**Property Cards On-line** [10141.35](\$1,600) level funded {\$1,600} Mr. Miller 1<sup>st</sup>, Mrs. Walker 2<sup>nd</sup> passed with Mr. Pshenishny recusing.

**Banking Services** [80753.00](\$0), no funds requested. Mrs. Spaulding 1<sup>st</sup>, Mr. Miller 2<sup>nd</sup> passed unanimously, with Mrs. Fracasso recusing.

**Interest** [80752.00] (\$2,000) now requesting {\$500} when questioned Mrs. Fracasso stated that this account had been used to pay some interest on money owed to the federal government. This took place several years before she became the treasurer. The situation has now been resolved and the town is just waiting for the federal government to declare the payment has been made in full. Since no money was expended since 2017 Mr. Klein made a motion to assign \$0 funds to this account Mr. Klein 1<sup>st</sup>, Mrs. Spaulding 2<sup>nd</sup> passed with Mrs. Fracasso recusing.

**Household Hazardous Waste** [70439.00] on January 25<sup>th</sup> 2018 the committee had voted to place in this account \$1,200, however a notice was received on February 5<sup>th</sup> that the town would be assessed \$1,325, a motion was made to rescind the January 25<sup>th</sup> amount and instead assign \$1,325 to this account. Mr. Klein 1<sup>st</sup>, Mr. Pshenishny 2<sup>nd</sup> passed unanimously.

**Community Health Program** [70521.00] (\$1,000) level funded {\$1,000} this agency stated that it served over 1/3 of the New Marlborough residents .Mr. Klein 1<sup>st</sup>, Mr. Miller 2<sup>nd</sup> passed with Mrs. Walker opposing.

**Senior Tax Work-off Program** [70560.01] (\$150) level funded {\$150} Mr. Klein asked what this program provided. Mrs. Spaulding stated that the program was established in 2009 under the General Laws of Massachusetts. Seniors can work for the town earning minimum wage per hour as abatement on their real estate taxes. At the inception of the program seniors could only earn up to \$700 per year, she had got the amount raised first up to \$1,000 per year and now seniors throughout the state can earn up to \$1,500 yearly. Three seniors had done this this past year. There were 18 seniors who had worked a total of over 1000 hours for the town. Mr. Klein asked what the jobs that they performed were. Mrs. Spaulding stated that one senior cleaned the highway garage, one had worked at the transfer station, one in the library, and many had worked at the town elections etc. Mr. Klein 1<sup>st</sup>, Mr. Pshenishny 2<sup>nd</sup> passed with Mrs. Spaulding recusing.

**Council on Aging Expenses** [70541.01] (\$250) level funded {\$250} Mr. Klein 1<sup>st</sup>, Mr. Pshenishny 2<sup>nd</sup> passed with Mrs. Spaulding recusing.

**Council of Aging Transportation** [70541.00] (\$5,607) now requesting {\$ 5,719.08) Mr. Klein 1<sup>st</sup>, Mr. Miller 2<sup>nd</sup> passed with Mrs. Spaulding recusing.

**Town Records' Preservation** [10161|02] (\$5,000) Mrs. Walker met with Ms. Kathy Chretien to discuss this request. She asked how long would this continue. Ms. Chretien showed her "hundreds" of book that need to be done. Some are in very poor shape. Those that are preserved need to be maintained carefully. However because of the number of the records research needs to take place so that the records that are preserved are the ones that really are needed. Citizens do come in to look at these records and they should be preserved and made available, however not all records necessarily need to be kept! Mrs. Walker suggested that perhaps the historical society might be interested in taking on this challenge. Mr. Klein added that the state requires records to be kept for only a period of time. More research is needed. This budget was put on hold.

**Town Clerk's Expenses** [10161.02] (\$2,200) level funded {\$2,200} Mrs. Walker reported that Ms. Chretien attended two conferences to continue her education. Mrs. Walker went on the internet and learned that there were other conferences closer to New Marlborough that did not cost nearly as much to attend. She questioned whether these conferences were necessary, and stated that where she had worked the workers absorbed all the expenses when attending them to become recertified. Mrs. Fracasso stated that she was expecting to go off for some more training and could not afford to pay for it. Mr. Klein stated that perhaps the selectmen

because they negotiate her salary need to decide whether expenses should be covered for conference attending and help select the appropriate conferences for attendance. This attendance to maintain certification may be covered in the Town's personnel policy. The account was kept on hold.

**Election Expenses** [10162.00] the amount requested in this budget contained the cost of a voter counting machine for \$10,000. Should this machine be purchased it would not reduce the other figures in the budget. The machine requires a \$200 maintenance fee each year, and the two would still have paper ballots that could be used in case of a recount. Ms. Chretien told Ms. Walker that the state is encouraging the purchase of these machines. Mr. Klein suggested that we put this budget on hold until the end of the budget process and revisit it then. This year there will be four elections!

**Emergency Management Expenses** [60291.00] (\$2000) level funded {\$2000} itemized list included Mr. Klein 1<sup>st</sup>, Mr. Miller 2<sup>nd</sup> passed unanimously.

**Emergency Management Notification** [60291.05] (\$2,500) now requesting {\$2,600} this is a contract. Mr. Miller 1<sup>st</sup>, Mr. Pshenishny 2<sup>nd</sup> passed unanimously.

Ms. Enoch had left a FY 2019 Budget worksheet that revealed the Discretionary and Non-Discretionary items and the amount of increase or decrease in these two groups.

Mrs. Walker reminded the committee that the budgets that were not in were six weeks late. Ms. White stated that some budgets were late because the support systems i.e. software companies had not sent their figures. Mr. Klein stated that the lateness of the budgets made the intake process less efficient.

Prior to adjournment a discussion took place about the next week's meeting. Mr. Klein will not be able to attend at 4:00PM, Mr. Miller will not be able to attend Thursday, February 15th or February 22<sup>nd</sup>, but may be back for March 1<sup>st</sup>. Because it is important that some of members attend the school committee meeting, we will wait until the time of that meeting has been set and set ours accordingly.

The agenda will be to review the minutes of February 8<sup>th</sup> and continue reviewing budgets.

A motion to adjourn at 6:10, Mr. Klein 1<sup>st</sup>, Mr. Pshenishny 2<sup>nd</sup> passed unanimously.

Respectfully submitted,

Prudence Spaulding, secretary.