

Board of Finance
7:00 p.m., Tuesday, June 21, 2016
2nd Floor Conference Room, Town Hall

Meeting Minutes

1. Call to order

Lorraine Coe called the meeting to order at 7:00 p.m.

In attendance: Lorraine Coe, Rosemarie Naples, Chuck Stengel, Martin Anderson, Laurie Tuttle

Absent: Molly Nolan

Others in attendance: Maryjane Malavasi, Carleton Stoup, John Jenkins, Sue Wimler, Jacki Stannard

2. Minutes

a. Regular meeting April 19, 2016

MOTION BY ROSEMARIE NAPLES, SECONDED BY MARTIN ANDERSON TO APPROVE APRIL 19, 2016 MEETING MINUTES AS AMENDED. ALL AYE

b. Special meeting May 3, 2016

MOTION BY ROSEMARIE NAPLES, SECONDED BY MARTIN ANDERSON TO APPROVE MAY 3, 2016 MEETING MINUTES AS AMENDED. ALL AYE

c. Special meeting June 8, 2016

MOTION BY ROSEMARIE NAPLES, SECONDED BY MARTIN ANDERSON TO APPROVE JUNE 8, 2016 MEETING MINUTES AS AMENDED. ALL AYE

3. Invoices – None

4. Correspondence

a. Email from Chairman of the Library Board of Trustees

Lorraine Coe shared email correspondence received from David Turley to Board members in reference to the budget process, disparity on compensation between their staff and unspent monies in salary lines that they would like to give to non-union employees as one time bonuses. L. Coe questioned if library personnel were employees of the town and noted that the Board of Trustee's did operate under By-Laws. M. Malavasi stated she would send Board members a copy of the By-Laws. M. Malavasi also talked about the towns new hire policies and procedures and requested that they be discussed with the Trustees. L. Coe stated that she and Laura Francis will be meeting with D. Turley to discuss all items and would report back to the Board at the next meeting.

5. Public Comment

John Jenkins requested from the Board, a fy15-16 carryover from the public works brook cleaning budget line #430105-54130 in the amount of \$3,500 to fy16-17 to clean up Allyn Brook Park Brook.

It was the consensus of the Board to make an exception in this case and were in favor of the carryover.

6. Ambulance and Fire Departments monthly reports

There was no monthly report received from the Volunteer Fire Department.

A statement of financial income and expenses from July 1, 2015 thru June 21, 2016, transaction detail for Personnel Wages and Billing deposits for the same period were received from the Volunteer Ambulance Corp. C. Stengel stated that he now has a better understanding of the Corps financials and noted that a lot of their services are not billed out. S. Wilmer clarified that they do bill for their services but write-off what they know they will not collect; if the patient does not have insurance or a deductible. Members thanked S. Wimler and J. Stannard noting they wanted time to review the documents received tonight and would have any questions available at the next meeting.

S. Wimler noted that the Corp was able to secure a grant from a private family foundation in the amount of \$4,500 that will be used for the purchase of a misting cooling station, an extra battery and charger for the LUCAS device, and a training manikin.

7. Additional Appropriations

a. Eversource – Fire Department Energy Project

M. Malvasi explained that the Fire Company Trustees agreed to the project being presented by JK Energy Solutions for proposed lighting retrofit work at the Fire House. The total cost of the project is \$22,784.52 less the utility conservation incentive of \$7,816.45. The net cost is \$14,968.07 that will be financed at zero percent interest for 48 months. Carleton Stoup noted that lift charges will also be at no charge.

MOTION BY ROSEMARIE NAPLES, SECONDED BY LAURIE TUTTLE TO APPROVE THE PROJECT FINANCING AS PRESENTED. ALL AYE

b. Historic District Commission

The historic district commission requested to have their budget reinstated in the amount of \$500 for publicity expenses. M. Malvasi explained to Duncan Milne that they had \$300.00 in both the fy15-16 and fy16-17 budgets.

c. UCOA

In October 2014 the Office of Policy and Management offered cities and towns a grant up to \$15,000 under its Uniform Chart of Accounts (UCOA) Conversion Grant Program. The intent of the program was to provide funding to assist with the conversion of the towns current chart of accounts to one that would easily map to the State. This would meet the requirements of the State mandate to upload financial data on an annual basis. The grant was awarded in July 2015 and the conversion took place over the next six months. Upon completion, the State reimbursed the Town \$15,000 of the \$15,400 total project cost. The Finance Director was requesting the balance of the project, or \$400.00

MOTION BY ROSEMARIE NAPLES, SECONDED BY MARTIN ANDERSON TO TRANSFER \$400 FROM ACCOUNT #410201-535000 AUDIT SERVICES TO #3600-43428 UCOA GRANT REVENUE FOR THE BALANCE OF THE CHART OF ACCOUNTS CONVERSION NOT COVERED BY GRANT FUNDS. ALL AYE

d. Public Works Training

John Jenkins advised the Board that his training budget line will be over budget by approximately \$1,855 due to required training that was not done in previous budget cycles.

8. 2016/2017 Payroll

M. Malavasi presented Board members with a printout that contained payroll related salaries for all town hall employees and elected officials, public works employees, and library employees for the fy16-17 budget year for their approval. M. Malavasi noted changes to the following positions; Assistant Tax Collector (vacancy), Town Clerk (allocation error made prior year), Finance Clerk (vacancy), Maintainer I (vacancy), Maintainer II (hired as maintainer I), and three (3) library staff positions.

MOTION BY CHUCK STENGEL, SECONDED BY MARTIN ANDERSON TO APPROVE HOURLY, WEEKLY, AND MONTHLY PAYROLL SALARIES FOR THE FISCAL YEAR 2016-2017 AS PRESENTED BY THE FINANCE DIRECTOR. ALL AYE

9. Grade/Step Program Discussion

L. Coe talked about the disparity between union, non-union, and elected official salaries noting that the union contract sets grade and steps and questioned how much authority the Board has on a grade/step program for non-union and elected officials. M. Malavasi met with Laura Francis and made the following comments on her behalf. L. Francis requested that goals and strategies be put in line when making decisions for elected officials and all employees and to create a plan that can be used in future budget cycles. She offered her commitment to the Board, when these goals and strategies are agreed upon, to help achieve them. L. Coe agreed that a plan needed to be put in place before the next budget cycle and asked Board members how they felt they should facilitate information. Members discussed the philosophy behind the last salary survey, job descriptions, and the implications of not having a scale to work off of. They also talked about working with the Compensation Review Personnel Policy Commission and decided that Martin Anderson and Maryjane Malavasi would request to be on their next meeting agenda to discuss. L. Coe asked all Board members to send any questions or comments they had to M. Malavasi.

10. Finance Director's Report

a. April/May Fiscal Analysis

The 2016 budget stands as follows:

	EXPENDITURES	REVENUE
Original Budget	30,347,812	30,347,812

General Appropriations	2,850	0
Grant Appropriations	385	0
Prior Year Carryovers	267,903	0
Reserve Appropriations	367,447	367,447
Revised Budget	30,986,397	30,715,259
YTD Encumbrances	2,075	0
YTD Expense/Revenue	27,876,487	30,710,495
Balance Unspent or Uncollected	3,107,835	4,764
Percent Spent or Collected	90.0	99.99%

Revenues

As of the end of May, 2016, revenues are less than \$5,000 away from being 100% collected. This does not mean that every line item has brought in its expected revenues, but it does mean the line items that have come in under budget will be covered by those that have brought in more than budgeted. The strength of our revenue collects indicates that our annual obligations will be met. Past due tax collections have brought our tax revenue up over 100% collected, for a total of \$65,000 more than budgeted as of the end of May. This is also reflected in the overage in the tax interest line item. Motor vehicle supplemental revenue is over by \$74,000 as well. These line items help offset the loss of state revenue from the elimination of our state property PILOT funding and a reduction in ECS. We still anticipate an additional \$153,000 in state revenues to come in during June.

Expenditures

Expenditures at the end of May are at 90%; which is exactly where they should be at this point in the year. There are a few budget lines that are expected to be overdrawn by the end of the fiscal year, but there are other budgets which will end with a surplus that can be used to offset the overages. At this time, fund balance should not be needed to cover any of the overages at the end of the year.

Balance Sheet

The Town is still waiting for payment from the State for the Pent Road Grant. It represents most of the amount in the Due from Grants line item. The Money Market account continues to show a strong balance which will allow the Town to cover its obligations for the remainder of the fiscal year

b. June 30, 2016 Annual Report

Dedication and content will be discussed at the next meeting.

c. UCOA Overview

Tabled

11. Public Comment

Sue Wimler, speaking as a private citizen, asked what the status was of the paramedic contract or if the Board had received any new information. L. Coe stated that a one-year contract was signed so there would be no lapse in coverage.

Carleton Stoup asked if the Coe Road project was going forward. M. Malavasi stated that the Selectmen were working on required easements and subordinations of mortgages from property owners and is taking longer than expected.

12. Any other business

- a. Farmers Market – M. Malavasi advised Board members that the Market Master was confused when she spent moneys in her fy16-17 budget for a concert on the Town Green in fy15-16. After reviewing income received in fy15-16 the Board approved the expense and asked M. Malavasi to explain the budget process so it does not happen again.

13. Adjournment

Respectfully submitted,
Beth Moncata