

Finance Committee ~ Minutes of Meetings
Thursday, June 26, 2003
Fairbanks Senior Center - 7:30pm

Present: Co-Chairs Tracy Billig & Bob Jacobson, John Nikula, Marty Ragonas, Shauna Simmonds, Sheila Stewart and Bill Kneeland. Also present: Maureen Valente, Town Manager, Robin Porcella, Recording Secretary, Bill Braun, SPS School Committee, and Jim Kelly, Building Inspector.

Opening Remarks:

Bob Jacobson opened the meeting at 7:35pm. He welcomed Shauna Simmonds and Bill Kneeland to the committee. He also recognized Bob Hurstak and Don Hutchinson for their years of service on the committee.

Item 1: Approve Minutes:

Bob Jacobson asked everyone to review the minutes from the April 22, May 21, and June 3rd meeting, and to state any questions/concerns they might have.

VOTED: On motion to approve the minutes from the April 22, May 21, and June 3, 2003 meeting. Motion made by John Nikula and seconded by Marty Ragonas. On vote, motion carries 6 in favor (Billig, Jacobson, Nikula, Ragonas, Simmonds, Kneeland) and 0 opposed.

Item 2: Discussion and vote on change of regular meeting date:

Bob Jacobson informed the committee that the co-chairs were considering moving the meeting dates to either Thursday or Wednesday. They were considering Wednesday, since the Selectmen, and the School Committee's hold their meetings on Tuesday nights.

John Nikula informed them that he would miss a few meetings if the meeting day was switched to a Wednesday.

Next scheduled meetings: July 23rd (Wed.) & August 26th (Tuesday)

It was decided to try the 4th Wednesday of each month. If it ends up a quorum can not be made, then a new day will be decided upon.

Item 3: Discussion /Interviews RE: Teachers' Contracts Project:

Bob Jacobson asked Bill Braun if the SPS School Committee would be appointing someone to this project. Bill informed the committee that someone would be appointed, but probably not right away. The SPS Committee tries to wait until everyone can be at their meeting before assigning a project like this.

Bob Jacobson asked that the School Committee member have a good understanding of how the budget process and contracts work.

Bob Jacobson informed the committee that they need to come with a time frame as to when certain milestones are to be achieved. Shauna Simmonds agreed, but the FinCom needs to agree on the goals and what the committee really wants to achieve from this analysis.

Tracy Billig reminded the committee that they can not skim on the project. This is a new project that has not been taken on before, so it will set standards for future projects.

Item 4: Discussions and assignment of liaisons:

The Public Safety liaison will be Michael Grosberg. He requested this department since Bob Hurstak was no longer with the committee.

Shauna Simmonds was added as a third liaison to the SPS School Committee, and as liaison to Human Services.

Shauna Simmonds was assigned to the Collective Bargaining Contracts Analysis Project, but Bob Jacobson reminded the committee that any member may help her with this project.

Marty Ragonas and Shauna Simmonds were asked to inform Bob Jacobson and Tracy Billig as to when the meetings for the K-8 School Committee would be held.

Item 5: Discussion for Goals for FY2004:

Bob Jacobson asked the committee if they were interested in coming up with a set of goals for FY04.

Tracy Billig and Bob Jacobson informed the committee that Selectmen Kirsten Roopenian recommended that the committee look into how the tax rate is set, and analyze how exemptions are being offered.

Bob Jacobson asked the committee members to think about some potential ideas for goals to be set at the next meeting. There will be a more formalized discussion on this topic at the next meeting.

Item 6: Necessary FY03 year-end transfers:

Town Manager, Maureen Valente presented the Line Item and Reserve Fund Transfers to the FinCom.

03-02A: Release Earmark in amount of \$17,440.00

Maureen Valente informed the committee that this request is to release \$10,000.00 of the \$17,440.00 that was previously earmarked for Pool Equipment. The original earmark was approved at the November 11, 2003 Finance Committee meeting. This is to cover expenses related to safety and lighting issues.

VOTED: On motion, to approve the earmark release of \$10,000.00 to Pool Equipment. Motion made by John Nikula and seconded by Marty Ragonas. On motion, vote carries 7 in favor and 0 opposed.

03-08A: Release Earmark in amount of \$10,000.00

This earmark was previously approved at the January 9, 2003 Finance Committee meeting. The release is requesting the full amount of \$10,000.00.

VOTED: On motion, to approve the earmark release of \$10,000.00 to Law - Legal Expenses. Motion made by Tracy Billig and seconded by John Nikula. On motion, vote carries 7 in favor and 0 opposed.

03-20: FinCom Expense Transfer - \$1,500.00

The Finance Committee's expenses have been charged to the Treasurer's -Collector's Office budget. This transfer request will reimburse the Treasurer's - Collector's Office for a majority of the Recording Secretary's & expenses for the FinCom.

VOTED: On motion, to approve the Transfer of \$1,500.00 to Treasurer Clerical Salary. Motion made by Marty Ragonas and seconded by John Nikula. On motion, vote carries 7 in favor and 0 opposed.

03-25: Reserve Fund Transfer - Fire OT \$7,690.00

There have been two fire fighters out on injury (James Devoll & Dave Hargrave). On they payroll, they have been classified as 111F, which is a disability pay for Public Safety employees. The Town carries insurance to cover the time period the employees are out, but the DOR requires the Towns to put the money back into the General Fund. This request is to cover OT required from other employees to cover unmanned shifts.

VOTED: On motion, to approve the Reserve Fund Transfer to Fire OT in the amount of \$7,690.00. Motion made by John Nikula and seconded by Marty Ragonas. On vote, motion carries 7 in favor and 0 opposed.

03-28: Line Item Transfer \$9547.00 Police Salaries to Police Tuition

This is a contractual obligation. This is to cover expenses in tuition reimbursement to the officers taking courses. Maureen Valente informed the committee that the Town and Police are close to wrapping up negotiations.

VOTED: On motion, to approve the transfer of \$9547.00 from Police Salaries to Police Tuition. Motion made by John Nikula and seconded by Tracy Billig. On motion, vote carries 7 in favor and 0 opposed.

03-30: Line Item Transfer \$12,000.00 Assist Building Inspector Salary to Building Maintenance

Maureen Valente explained that there would only be excess funds this fiscal year in the salary line. This is due to the fact the Jack Hepting has become the part-time Assist. Building Inspector and Jim Kelly has become the new Building Inspector stating at a lower rate. There is also a new Building Department Office Manager that has started at a lower salary rate than the previous manager.

Jim Kelly, Building Inspector, informed the committee that this money would be used to renovate the bathrooms in the Flynn Building. The approximate cost of the renovations will be \$40,000.00.

VOTED: On motion, to approve the Line item Transfer of \$12,000.00 from Assist. Building Inspector Salary to Building Maintenance. Motion made by John Nikula and seconded by Shauna Simmonds. On motion, vote carries 7 in favor and 0 opposed.

03-34: Line Item Transfer \$9,000.00 From Highway Salaries to Highway Road Work

This transfer is due to the severe winter and unforeseen increase in the cost for street sweeping, the Highway Utilities Line is currently reflecting a deficit figure.

VOTED: On motion, to approve the Line Item Transfer in the amount \$9,000.00 from Highway Salaries to Highway Road Work. Motion made by John Nikula and seconded by Marty Ragonas. On vote, motion carries 7 in favor and 0 opposed.

03-36: Reserve Fund Transfer for Snow & Ice

This Reserve Fund Transfer is for the balance of the Reserve Fund after all transferred are approved. The estimated balance is to be \$84,307.00. This transfer is to reduce the deficit in the Snow & Ice budget.

VOTED: On motion, to approve the Reserve Fund Transfer of \$84,307.00 to the Snow & Ice Budget. Motion made by John Nikula and seconded by Marty Ragonas. On vote, motion carries 7 in favor and 0 opposed.

Other Business:

The Finance Committee was asked to approve raising the Revolving Fund limit for the Recreation Department to \$370,000.00. The Board of Selectmen approved the limit of \$370,000 at their last meeting.

VOTED: On motion, to raise the Revolving Fund Limit to \$370,000 for the Recreation Department. Motion made by John Nikula and seconded by Marty Ragonas. On vote, motion carries 7 in favor and 0 opposed.

There being no further business, the meeting adjourned at 9:25pm.