

Finance Committee

Meeting minutes – March 11, 2010

Present: **Committee Members:** Chris DeSimone (Chair), Michael Landino, Alan Leao Jr., Holly Seiferth, George Zacharakis

Absent: Chris Johnson (Vice Chair), Melissa Tzanoudakis

Guests: Frank Quattrochi (Communications Department)

Also present: Thomas Wilson (Town Accountant)

Chris DeSimone called the meeting to order at 7:07 pm.

Business: Chris DeSimone started the meeting with discussing the Communications department budget. Chris DeSimone questioned the level funded \$40,000.00 budget in Overtime (100-25100-51130). Frank Quattrochi replied that this was the amount was spent in previous years. In 2009 there would be no turnover as there had been in previous years, which was a factor in the overtime. Frank Quattrochi noted that the current year-to-date was \$\$18,437.00. George Zacharakis asked what the overtime was for. Frank Quattrochi replied that it was for filling in during vacation time, sick time, and holidays, noting that their normal hours are Monday through Friday with 2 person shifts for 8 hours each.

Holly Seiferth arrived at the meeting at 7:09 pm.

Chris DeSimone questioned how much was spent last year in overtime. Frank Quattrochi answered that he was pretty sure that the entire budgeted amount was spent. Chris DeSimone noted that amount was \$33,000.00.

Chris DeSimone questioned what the R&M – Building & Grounds (100-25100-52241) line item was for. Frank Quattrochi answered that he does general maintenance several times a year – twice a year it would cost about \$950.00 and one time a year when everything is brought down it cost about \$500.00. George Zacharakis asked if this was tune-up kind of service. Frank Quattrochi replied that it was much more than general tune-ups – it could be simple belts. The machines had to be checked and put under load testing; anything that they needed would then need replacing. Michael Landino pointed out that some years they only paid about \$50.00. Frank Quattrochi noted that some years they skipped the entire treatments and it was found to be a major mistake. They are now under a new agreement.

Chris DeSimone questioned what the R&M – Communications Equipment (100-25100-52245) for \$2,000.00 was for. Frank Quattrochi answered this was for any communication equipment that breaks, which he has spent \$200.00 YTD. For example, just the day before a tower broke (which there probably is not enough money in this budget line item for). George Zacharakis pointed out that in previous years this amount was about \$1,400.00. Frank Quattrochi commented that he tried to fix as much as possible himself to save money. Michael Landino questioned what types of things fell into this line item. Frank Quattrochi answered that things like police radios, water department gear, and towers.

Chris DeSimone questioned what the R&M – Data Processing Equipment (100-25100-52252) for. Frank Quattrochi answered that this was for the maintenance agreement for the fax machine. Chris DeSimone noted that there was nothing spent in the 2010 budget. Frank Quattrochi commented that they probably would not use it in the 2010 budget since it is a new maintenance agreement but there would be an expense in 2011.

Chris DeSimone questioned what the R&L – Minor Outside (100-25100-52276) for. Frank Quattrochi replied this was for their post office box. Chris DeSimone noted that there was no expense in 2010. Frank Quattrochi commented that he had paid for it out of his own pocket in 2010.

Chris DeSimone questioned what the Photocopy (100-25100-54424) line item was for. Frank Quattrochi answered this was for the supplies for the photocopier such as paper and toner. Chris DeSimone noted that nothing had been spent YTD

for 2010. Frank Quattrochi noted that the paper was often put in the Sundries line item (100-25100-54425) in the past. The YTD spend in Sundries was \$625.00 with a balance of \$621.00. George Zacharakis questioned how Frank Quattrochi would define what would go into the Sundries line item. Frank Quattrochi answered that it would be consumable items such as office supplies.

Chris DeSimone questioned what the Sundries (100-25100-54425) line item was for. George Zacharakis questioned why this line item had a budget so high - \$1,200.00. Michael Landino pointed out that \$712.00 had been spent in 2009. Frank Quattrochi answered there were many printers under the Sundries line item, which included color printers which needed color ink toners. Alan Leao Jr. questioned what the department was printing that needed color ink. Frank Quattrochi answered they printed photographs. Frank Quattrochi noted that they could eliminate the \$208.00 in the Photocopy (100-25100-54424) line item. On a motion from George Zacharakis, seconded by Michael Landino, to reduce the budget for Communications department Photocopy (100-25100-54424) by \$208.00 to \$0.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

Chris DeSimone questioned what the Hardware (100-25100-54431) line item was for. Frank Quattrochi replied that this was for real hardware for things like doors and belts for the HVAC system.

Chris DeSimone questioned what the Communication line item was for. Frank Quattrochi answered that this line item was for things that he repaired in his department or other departments, such as the police department. Frank Quattrochi noted that he often repaired pagers and other communication equipment including some programming of them, which reduced costs for them.

Chris DeSimone questioned what the Other Custodial (100-25100-54459) for. Frank Quattrochi noted this was for chemical lines, such as cleaning supplies.

Chris DeSimone questioned what the line items Dues (100-25100-57731) and Subscriptions (100-25100-57732) were for. Frank Quattrochi noted that the Dues line item was for two memberships NAMCO for \$150.00/year and MASS Communications. The Subscriptions line item was for a quarterly update, an ID guide, registrations, licenses, and so on so that communication department would have the information they needed to know and what other information to find out.

George Zacharakis questioned why the Wages, Hourly (100-25100-51113) were less in 2011 than in 2010 by about \$8,600.00. Frank Quattrochi answered that they had hired two new employees at a lower rate.

George Zacharakis asked about the presented 5% reduced budget. Frank Quattrochi noted that the only way to meet that budget would be to reduce hours. George Zacharakis wondered if reducing overtime would be a solution.

Chris DeSimone moved the meeting to discuss the Central Telephone budget. Frank Quattrochi explained that they had a new maintenance agreement for \$54,481.00, their telephone bills totaled \$32,875.00, and this included all bills for three phone systems. The three phone systems were the highway, the complex, and the town hall. They currently had a balance of \$1,800.00 which should be saved for repairs. They had a savings of \$3,678.00 due to the new contract. They also had received back \$1,875.00 from their renewed contract, which they would be giving back to the town. On a motion from George Zacharakis, seconded by Michael Landino, to reduce the budget for Central Telephone department Telephone (100-25100-52341) by \$1,875.00 to \$31,031.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

Chris DeSimone moved the meeting to discuss the Forest Warden budget. Chris DeSimone noted that Peter Shattuck needed 2500 feet of hose, at a cost of \$145.00/100feet. Peter Shattuck had told Chris DeSimone that he felt he could work with about 1400 feet of forest hose, which meant they could reduce the Forest Warden budget of \$500 for hose. On a motion from George Zacharakis, seconded by Michael Landino, to reduce the budget for Forest Warden department Telephone (100-29400-58872) by \$500.00 to \$2,000.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

Chris DeSimone moved the meeting to discuss the Police department budget. Chris DeSimone reminded the Finance Committee that the Police department spent 96-97% of their budget. Michael Landino noted that he did not see anything that jumped out at him that could specifically be cut from the Police department budget. Alan Leao Jr. felt that there were areas such as cleaning, taser cartridges, and some other areas that could be reduced without affecting the department tremendously. Chris DeSimone noted that the police chief watched the bottom line. Holly Seiferth questioned why they were listing individual areas if they were just going to let the police chief decide where to reduce. Chris DeSimone noted that they were just going to discuss the amount to reduce. There was a brief discussion about the different percentages and the respective amounts including ½%, 1%, and 1 ½%, 2%. On a motion from George Zacharakis, seconded by Alan Leao Jr., to reduce the budget for Police department (100-21100) by 1% was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 3(Aye)-2(No) and 0 abstained.

Chris DeSimone moved the meeting to discuss the Fire department budget. Chris DeSimone noted that the fire chief also watched the bottom line. There was a brief discussion about the different percentages and the respective amounts including ½%, 1%, and 2%. On a motion from George Zacharakis, seconded by Holly Seiferth, to reduce the budget for Fire department (100-22100) by 1% was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

Chris DeSimone moved the meeting to discuss the Ambulance department budget. There was a brief discussion about the different percentages and the respective amounts including ½%, 1%, 1 ½%, and 2%. There was no motion to reduce the Ambulance department by a set percentage.

Chris DeSimone moved the meeting to discuss the Communications department budget. Michael Landino proposed that it was possible to reduce the Overtime line item (100-25100-51130) by \$4,000.00 and it would appear to not have an impact on the department's budget. On a motion from Michael Landino, seconded by George Zacharakis, to reduce the budget for Communications department Overtime (100-25100-51130) by \$4,000.00 to \$36,000.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

On a motion from George Zacharakis, seconded by Alan Leao Jr., to reduce the budget for Communications department Sundries (100-25100-54425) by \$350.00 to \$900.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 4(Aye)-1(No) and 0 abstained.

Chris DeSimone moved the meeting to discuss the updated Board of Health department budget. Chris DeSimone noted that the increase in secretary hours from 19 hours to 25 hours could not be recommended until the Selectmen approved. Chris DeSimone also noted that at the last Town meeting the increased hours had not been approved by either the Selectmen or by the Town. Chris DeSimone commented that he would follow up with the Board of Health.

Chris DeSimone moved the meeting to discuss the Highways-Const & Maintenance department budget and the note attached in the Finance Committee member's package with questions answered to the previous week's meeting by Peter Shattuck. Holly Seiferth questioned if the missing people in the Hourly, Wages line item was figured out. Chris DeSimone answered that it was not due to Thomas Wilson, Town Accountant, being on vacation, but it would be figured out.

On a motion from Alan Leao Jr., seconded by George Zacharakis, to reduce the budget for Highways-Const & Maintenance department Natural Gas-Heating (100-42200-52215) by \$778.00 to \$1,000.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

On a motion from Alan Leao Jr., seconded by Holly Seiferth, to reduce the budget for Highways-Const & Maintenance department R&M-Communications Equipment (100-42200-52245) by \$700.00 to \$2,700.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 4(Aye)-1(No) and 0 abstained.

On a motion from Michael Landino, seconded by George Zacharakis, to move from the budget for Highways-Const & Maintenance department Prof & Tech – Misc Other (100-42200-52319) by \$700.00 (reduced to \$3,800.00) to Vehicle Inspection (100-42200-52247) by \$700.00 (increased to \$2,000.00) was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 4(Aye)-1(No) and 0 abstained.

Alan Leao Jr. questioned the Stump Grinding Service (100-42200-52297) and how the economy affected the line item. There was a discussion about how when the economy was poor then the stump grinding services could be gotten for free or cheaper than when the economy was doing better.

George Zacharakis led a discussion about Prof & Tech – Misc Other and what the costs involved in the line item. The line item includes things such as training and odd things such as the truck that flipped over on its side that then led to the sidewalk needing repair. On a motion from George Zacharakis, seconded by Alan Leao Jr., to reduce the budget for Highways-Const & Maintenance department Prof & Tech – Misc Other (100-25100-51130) by \$1,000.00 to \$2,800.00 was put into motion to be recommended to be discussed and voted on. Chris DeSimone felt that it was too high. There was no additional discussion and it was approved by a vote 4(Aye)-1(No) and 0 abstained.

On a motion from George Zacharakis, seconded by Holly Seiferth, to reduce the budget for Highways-Const & Maintenance department Other Custodial (100-25100-54459) by \$500.00 to \$800.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

Holly Seiferth noted that the Highways-Const & Maintenance department budget had increased by \$4,738.00 due to an increase in contractual obligations in Wages, Hourly (100-25100-51113).

On a motion from George Zacharakis, seconded by Michael Landino, to reduce the budget for Highways-Const & Maintenance department Stump Grinding Service (100-25100-52297) by \$850.00 to \$4,150.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 4(Aye)-1(No) and 0 abstained.

On a motion from George Zacharakis, seconded by Holly Seiferth, to reduce the budget for Highways-Const & Maintenance department Parts & Accessories (100-25100-54485) by \$900.00 to \$38,195.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

Chris DeSimone moved the meeting to discuss the Cable Advisory board. The contract had previously expired with the town and the town was about to sign a 1-year extension.

Chris DeSimone moved the meeting to discuss the Council of Aging department budget.

On a motion from George Zacharakis, seconded by Michael Landino, to reduce the budget for Council of Aging department R&M-Building & Grounds (100-54100-52241) by \$931.00 to \$2,500.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

On a motion from George Zacharakis, seconded by Holly Seiferth, to reduce the budget for Council of Aging department Miscellaneous Other (100-54100-52299) by \$200.00 to \$200.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

On a motion from George Zacharakis, seconded by Michael Landino, to reduce the budget for Council of Aging department Printing (100-54100-52313) by \$150.00 to \$0.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

On a motion from George Zacharakis, seconded by Michael Landino, to reduce the budget for Council of Aging department Postage (100-54100-52313) by \$200.00 to \$40.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 4(Aye)-1(No) and 0 abstained.

There was a discussion about the Meals program and some Finance Committee members felt they needed more information about how it worked.

On a motion from George Zacharakis, seconded by Alan Leao Jr., to reduce the budget for Council of Aging department Sundries (100-54100-54425) by \$300.00 to \$900.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was not approved by a vote 2(Aye)-3(No) and 0 abstained.

On a motion from George Zacharakis, seconded by Michael Landino, to reduce the budget for Council of Aging department Sundries (100-54100-54425) by \$200.00 to \$1,000.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

On a motion from George Zacharakis, seconded by Chris DeSimone, to reduce the budget for Council of Aging department Refreshments (100-54100-54491) by \$2,000.00 to \$6,500.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was not approved by a vote 1(Aye)-4(No) and 0 abstained. George Zacharakis questioned if the \$6,500.00 cost came back to the town, which it does. On a motion from George Zacharakis, seconded by Alan Leao Jr., to reduce the budget for Council of Aging department Refreshments (100-54100-54491) by \$1,000.00 to \$7,500.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

On a motion from George Zacharakis, seconded by Michael Landino, to reduce the budget for Council of Aging department Mileage (100-54100-57711) by \$926.00 to \$2,559.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

Chris DeSimone moved the meeting to discuss the Bonds budget. On a motion from George Zacharakis, seconded by Michael Landino, to accept Bonds budget was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

Chris DeSimone moved the meeting to discuss the Memorial Day Parade department budget. George Zacharakis will confirm since the department budget was dropped.

Chris DeSimone moved the meeting to discuss the Library department budget. The Library had an old warrant article with a balance and a new warrant article for about \$6,000.00. She would come in for the upcoming meeting to discuss the new warrant article.

Chris DeSimone moved the meeting to discuss the Summer Playground department budget. There was a brief discussion about the Summer Playground being self-funding. Alan Leao Jr. noted he would find out more information about their self-funding. George Zacharakis commented that the Summer Playground departments 5% reduction budget was actually a 40% reduction. Holly Seiferth questioned how many children the Summer Playground funds, what the ratio of employees to kids is, and how many employees there are.

Chris DeSimone moved the meeting to discuss the Community Center department budget. George Zacharakis noted that he had some questions between the two submitted budgets and wondered who to talk to. George Zacharakis would follow up on his questions.

Chris DeSimone moved the meeting to discuss the Cemetery department budget. On a motion from George Zacharakis, seconded by Michael Landino, to reduce the budget for Cemetery department Wages, Hourly (100-49100-51113) by \$1,810.00 to \$31,181.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

Chris DeSimone moved the meeting to discuss the Parks department budget. George Zacharakis will talk to Terry Spaulding about the Wages, Hourly line item.

Business: Chris DeSimone moved the meeting to discuss the next Thursday meeting – they would start with having the Library department in, finish the different departments that George Zacharakis had been working on, and then try to finish all hanging questions on departments.

Upcoming Meetings: Tuesday, March 18, 7:00pm
Thursday, March 25, 7:00pm
Thursday, April 1, 7:00pm
Thursday, April 8, 7:00pm

Adjournment: On a motion from George Zacharakis, seconded by Michael Landino, the meeting was adjourned at 10:05 pm and it was approved by a vote 5(Aye)-0(No) and 0 abstained.

Respectfully submitted,
Lynne Henderson