

FINCOM
Meeting Minutes – February 11, 2015

Members Present: Alice, Rudy, Alan, Don, Laura, Bruce, John
Not Present: Heidi, Steve
Others: Tim, Kara Minar
Location: Town Hall meeting room

Alice opened the meeting at 7:09PM.

Minutes of the February 7 meeting were reviewed and approved unanimously.

Public Commentary: None.

Planning Board Small Warrant Article Proposal: Kara Minar attended our meeting to explain the Planning Board's rationale for their \$60,000 request to hire a part time Town Planner. The position is a 20 hour per week position at a competitive \$60,000 salary. The Planning Board believes this position has contributed good value to the Town since its approval last year. Bill Scanlon was awarded the job and has worked well with the various committees in town. Importantly, she credited his knowledge and available time to his ability to identify, apply for and secure \$35,000 in grants from the Montachusett Regional Planning Commission for Harvard, offsetting over half of his salary. Kara explained the Planning Board considered making the Town Planner a full time salaried position but this proposal was defeated by a vote of 4 – 1. If the funds are approved at Town meeting, the position will be put out to bid and she believes and hopes Bill Scanlon will apply for it again.

School Budget Questions: Alice met with Dr. Dwight and SusanMary Redinger to clarify additional budget questions our Committee had. The incremental budget requests include \$30,000 for a HES Wellness position (funded by Devens last year), \$20,000 for TBS Music tutor, \$2,000 for a plagiarism system, \$4,305 for PowerSchool, \$2,380 for Follett Library (funded by grants last year), and \$11,940 incremental cost for the network manager. Our committee believes their request for \$21,625 for an upgrade to the LLI reading system should be a small warrant article. One remaining question was about their \$38,175 request (same level as current year expense) for homeless transport. We noted it was partially funded by a \$30,000 Devens offset this year. Do they expect a similar grant for FY16? We need to understand what the incremental FY16 cost will be, if any.

Park & Rec. Field Maintenance: Rudy followed up with Steve and confirmed they are developing a field maintenance spreadsheet similar to the one they developed for beach equipment, and they will ask Diamond Turf to provide additional detail by type of work by field if possible. They will provide any updated information at one of our next meetings. Rudy found an Essex County field maintenance plan on line and shared it with Steve.

Planning for The Book: Alice found an electronic version of the town comparison chart so data will just need to be updated. She wants to review drafts of all sections at our February 18 meeting.

Town Administrator Report: Tim shared with us that 4 of our town buildings have ice dams causing internal leaks. He also informed us that DPW's snow and ice removal budget of \$201,817 has been spent as of February 7. Rudy moved and Bruce seconded a motion to allow DPW to deficit spend their snow and ice removal budget, given the extreme weather we have received. The motion was approved by unanimous vote.

Tim shared with the Committee a spending request for \$15,000 from Business Management Systems that will enable the public to complete all Town permit applications (building, board of health, conservation, zoning, etc.) on-line. This system will interface with our GIS system and allow all town departments to review the permit

application and tag comments on each application visible to all other departments. This will make the permit application process much more efficient for the Town and user friendly. If approved, an annual license and support fee of \$2,000 will be required on going.

Finance Director Report: Tim was informed by Lorraine that she will provide an updated FY16 Recap report at our Saturday meeting that reflects a revised estimate for Monty Tech--more students are attending their classes than previously assumed.

Liaison Reports: Alan told us that CPIC will meet tomorrow to finish their report for FinCom.

Agenda Items for Next Meeting: Lorraine will update the FY16 Recap and we will rate the incremental budget requests using the scoring worksheet Alice will develop.

Next Meeting: We will meet at 8:35AM on February 14 in the Town Hall meeting room. The next meeting will be at 7:00PM on February 18 in the Town Hall meeting room.

The meeting adjourned at 9:20PM.

Respectfully submitted,

John W. Seeley, Secretary