



## FINANCE COMMITTEE

**Town of Grafton**  
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[www.grafton-ma.gov](http://www.grafton-ma.gov)

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January 09, 2006 approved minutes of the Finance Committee on Saturday, March 12, 2016

Monday, January 09, 2006  
 Public Meeting  
 Office of the Board of Selectmen  
 7:30 P.M.

### Agenda

#### New Business:

Discussion with the Fire Chief and the Board of Fire Engineers regarding:  
 Inventory status of all equipment and the results of the testing of the existing  
 air bottles to determine when the bottles will expire.  
 Status of the current budget of the Fire Department  
 Status of the preparation of the Fire Department of FY07

#### Old Business:

Review of the Town Report prepared for publication:  
 Yearly summary - Gary Murray  
 Financial summary - Susan Fiacco  
 Review of the proposed budget of the Finance Committee prepared for  
 FY2007.  
 Review of the prepared minutes of the Finance Committee for approval.  
 Discussion to schedule Public hearing dates for presentation of the proposed  
 departmental and capital budgets for FY2007 by the Town Administrator to  
 the Finance Committee.  
 Discussion to schedule Public meeting dates to review each department's  
 proposed budget for FY2007.  
 Discussion to schedule Public meeting dates to review the Town warrant(s)  
 prepared for the May 2006 Town Meeting.  
 Any other relevant issues.  
 Any outstanding issues.

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**Public Meeting**

The public meeting of the Finance Committee was called to order at 7:30 PM with the following **Finance Committee members present:**

Bob Foley, Doris Metivier, Gary Murray, Fred Churchill, Don Davison, Bill Hanley, Sue Robbins, Dave Ross

**Finance Committee members absent:**

None

**Other Members Present:**

Russ Connor, Town Administrator  
Members of the Board of Selectmen.  
All with the exception of Susan Mills.  
Sean Padgett, member of the Board of Assessors

**Transfer Request**

Town Administrator, Russ Connor, discussed the Transfer Request for salary for the Principal Board of Assessor, Jennifer O’Neil.

(See memo from Russ)

Concerns:

- Not a reclassification
- This is a proposed step increase, recognition of performance, reclassification adjustment.
- Critical component.
- Craig Dauphinais spoke in favor of this transaction.
- Bill Hanley lowest paid department is conservation.
- Sue Robbins has a concern and is it considered an emergency-can she wait until the next fiscal year to receive the raise? Proposing a retroactive pay for FY07.
- Changing the rules for the Reserve Fund is a concern.
- 800 account has sufficient funds to handle this transaction.
- Sue Robbins is wondering why a reserve transfer request was needed.

**Transfer request from the Reserve Fund for the Principal Assessor in the amount of \$1130.00.**

**General Consensus was determined that the Transfer request is not going to be the source of funding.**

**Action Poll:**

**Fund the money with the 800 non union salary account and the FY07 salary will be a Step 7 same grade**

Aye	Nay
Bob Foley	Bill Hanley

Doris Metivier

Concern:

Setting a precedent  
Personnel by-law needs  
to be reviewed.

Gary Murray  
Fred Churchill  
Don Davison

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Concern:

Reviewing matters after the fact is not the way to go.

Board of Selectmen is leadership of Town.

**General consensus of the Finance Committee is to:**

**Itransaction needs to be done correctly and the FY07 budget indicates a step increase.**

**Discussion**

- Don Davison suggested the use of the special town meeting to allow salary adjustment for Jennifer O'Neil's increase in pay.
- Use of the Reserve Fund has been something that the Finance Committee does not want to encourage.
- Doris Metivier suggested all be the same grade- financial team- the accountant, treasurer and the assessor.

**South Grafton Community House Transfer request**

- Lease agreements will produce the rental funds
- The reserve fund transfer will get the HVAC system in order so that the rent will become a reality.
- Cost concerns and include the cost of "wear and tear.
- Historical asset and there is visible need for work. The Master Plan will give the Town more of a Nipmuc Nation, Indian Society.
- Interior custodial work will be taken care of.
- Five members of the South Grafton Community House Management Committee.

Motion: Don Davison moved that the Finance Committee approve the transfer from the reserve fund to the South Grafton Community House, in the amount of \$932.10.

Seconded: Gary Murray. All in favor. Motion carries.

Motion: Don Davison moved that the Finance Committee approve the transfer from the reserve fund to the South Grafton Community House, in the amount of \$5,167.00.

Seconded: Gary Murray. All in favor. Motion carries.

Motion: Don Davison moved that the Finance Committee approve the transfer from the reserve fund to the South Grafton Community House, in the amount of \$7,633.00.

Seconded: Gary Murray. All in favor. Motion carries.

Discussion:

Doris Metivier has questions.

Marlene Budge has applied for the position.

Russ Connor invited her to the position.

Marlene did not want to work full time.

Russ will be glad to approach Marlene again to see if she is available to meet the needs of the Board of Selectmen office.

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Aye	Nay
Bob Foley	Doris Metivier
Gary Murray	
Fred Churchill	
Dave Ross	
Don Davison	
Bill Hanley	
Sue Robbins	

Motion carries.

### **Council On Aging**

- Russ Connor, Town Administrator, spoke to this issue.
- Table the issue and work with it on the 2/15/06

### **Fire Department**

Mickey Gauthier, Cheryl Barker, Jim Barker, Mike Mills, Steve Charest are present.

- Inventory status of the equipment

Mickey Gauthier

- Fire trucks 25-30 plan
- Replacement equipment
- Turn out gear 1500 per set
- Nine sets a year and is being turned over every nine years

Pagers

- Lowband pagers from the Westboro Fire Department since they are no longer using them.

Air paks

- 34 bottles were condemned.
- 6 bottles per year is the new replacement plan –this is a given.
- A spare bottle for every airpak.

### **Communications**

Lots of the funds are spent in the late spring because a lot of the vendors have sales at that time.

Discussion re: budget cuts and how to handle the purchase of the items with the budget cut.

How to prioritize

Discussion regarding the amount of the budget cuts and what areas to cut.

### **FY07 budget**

- Replacement and new equipment.
- Capital
- New air and light unit fire truck- \$250,000
- Governor Romney Death Benefit Bill
- \$500,000 policy is being prepared by Frank Bartucca.

**New Station in the Center of Town A meeting will take place on Thursday, January 12, 2006.**

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**21E clean up**

Not an extensive cleanup needed

Cumberland Farms

50 ft piece of property

Purchase or eminent domain.

- Full time inspector needed for FY07.

Classified as an M-3 .

Review and to make sure that there is merit.

- New Fire safety requirement for the 106 inspections for establishments serving alcohol.
- Permit structure

Fees should, at the minimum, be a wash.

**Town Administrator Search Committee**

- The Committee will be meeting again in February.
- The Consultant is charged to eliminate the inappropriate resumes.
- Concerns were expressed regarding the slow pace for the Town Administrator search.
- Letter was not sent from the Chairperson from the Finance Committee

Too late to send the letter.

**Town Report**

Make changes and email all members and to Russ Connor, Town Administrator.

**Town Departments:**

Assessors	Gary Murray
Treasurer	Gary Murray
Accountant	Gary Murray
School Dept.	Bob Foley
Police	Don Davison
Fire	Sue Robbins
Sewer	Bob Foley
Inspectors	Bill Hanley
Sealer	Bill Hanley
Electrical	Bill Hanley
Gas	Bill Hanley
Wiring	Bill Hanley
Animal	
Dog officer	Bill Hanley
Library	Doris Metivier
Conservation	Fred Churchill
Planner	Fred Churchill
Council on Aging	Bill Hanley
Cemeteries	Doris Metivier
Town Engineer	Doris Metivier
DPW	Doris Metivier

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Recreation	Dave Ross
Board of Health	Dave Ross
Town Clerk Election/ Registration	Sue Robbins
Town Moderator	Fred Churchill
Veterans	Don Davison
Town Admin.	Sue Robbins
BOS	Sue Robbins
Streetlights	Sue Robbins
Unclassified	Sue Robbins
Municipal	Sue Robbins
Town Counsel	Sue Robbins
Debt interest and Principal	Sue Robbins
Finance Committee	Committee
Cable Oversight	Gary Murray
Board of Appeals	Bill Hanley
EDC	Sue Robbins
South Grafton Community House	Dave Ross
Emergency Mgmt.	Don Davison
Together we can	Don Davison
Nelson	Doris Metivier

**Budget FY07**

Motion: Fred Churchill moved that the Finance Committee approve the budget for FY07.

Seconded: Dave Ross. All in favor. Motion carries

**Adjournment:**

Motion: Gary Murray moved that the public meeting of the Finance Committee adjourn.

Seconded: Don Davison. All in favor. Motion carries.

Respectfully submitted,

Susan M. Fiacco