



## FINANCE COMMITTEE

Town of Grafton  
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Finance Committee  
 Public Meeting  
**Saturday, March 08, 2008**  
**Finance Committee Conference Room**  
**8:30 A.M.**

Public meeting of the Finance Committee opened at: 8:45 A.M.

### Finance Committee

#### Present:

Doris Metivier, Sue Robbins, Dave Ross, Don Davison, Sandy Merrill, Bob Foley

#### Absent:

Gary Murray, Fred Churchill

### Minutes for Approval

#### November 07, 2007

Motion: Don Davison moved that the Finance Committee approve the minutes of November 07, 2007 as presented,

Seconded: Doris Metivier. All in favor. Motion carries.

#### January 09, 2008

Motion: Doris Metivier moved that the Finance Committee approve the minutes of January 09, 2008 as presented.

Seconded: Dave Ross. All in favor. Motion carries.

#### February 20, 2008

Motion: Doris Metivier moved that the Finance Committee approve the minutes of February 20, 2008 as presented.

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

### Others present

Natalie Lashmit, Town Administrator is present to review the agenda of the departmental budget with the Finance Committee.

Anthony Yitts is present to review the Blackstone Valley Voc Tech Regional School budget.

### Effects of School Department layoffs

A Brief discussion took place relative to the statute of maximum and minimum unemployment and health benefits due to layoffs for the School with the Town Administrator.

### Departmental proposed budgets for FY09 review

- Town Moderator
  - Total budget \$450.00
  - Description sheet for this budget is needed.

**Finance Committee Minutes of March 08, 2008**

- Board of Selectmen  
Reviewed in detail with Natalie Lashmit  
Communications line does vary  
Discussion re: Schooling for employees  
Overtime to 500  
New line item to Salaries for the Secretary in the amount of \$6,500.00

**Blackstone Valley Vocational Tech School**

Dr. Michael Fitzpatrick and Grafton representative for Blackstone Anthony Yitts are present to discuss the Regional School Budget for FY2009.

Discussion topics:

- FY09 budget  
Dr. Mike had a present for Fred Churchill- \$50,000 reduction in the percentage to member towns  
6.5% overall budget increase and a 4% increase to member towns  
The reduction is for FY09 at \$50,000 however FY10 may be different.  
(Handouts of the FY09 budget book were received)
- Student Enrollment  
There has been an increase in applications and the students will have to be turned away.  
(See budget book)
- Funding Resources  
Grafton is not available for pothole funds for FY09  
Blackstone is always looking for new ways to participate in additional funding  
Alumni  
Corporate gifts  
Production accounts e.g.                   3 seasons restaurant  
  Printing  
  Electrical

Wealth of the town = ability to pay as a statement and not a policy.

Municipal growth factor was capped.

- Negotiations  
Teachers' union contract is being negotiated and will be ready for FY09  
Bus contract will begin negotiations next week.
- Student Fees  
With a student fee there is a work program that goes with it.  
Parking fees for students  
No fees for busing
- Dr. Mike  
14 years with Blackstone and 14 visits to the Finance Committee and a nice evolution – not retiring

**Departmental proposed budgets for FY09 review continued**

Doris Metivier made a statement relative to the formation of the budget book and Sue Robbins concurred

salary grade and steps have been omitted

**Finance Committee Minutes of March 08, 2008**

Departments were omitted.

Department heads were confused as to what the budget directive requests were.  
lack of consistency.

Sue Robbins is requesting a consistent budget work sheet followed by back up information.  
The Town Administrator apologized and feels that the new system will make a positive difference.

For next year's preparation of the budget Co-Chairs of the Finance Committee and the Town Administrator will sit down and set up the book format for the budget.

- Town Administrator

Cindy Ide's salary needs to read \$38,897.00

The budget sheet reflects the current contract

The Board of Selectmen will be reviewing the salary of the Town Administrator

Central Supplies for office needs for all departments is a thought for the future

Professional and Technical is currently for Intern Hire in the amount of \$62,000.

Discussion topic

- Future need for an Assistant Town Administrator:

Human Resources, job descriptions, employee handbook, trainings:change management, coaching and grooming

A protective need for the Town

- Areas of interest that the TA feels that she needs assistance with:

Follette Street Wells

Condominium- tax title ownership

Fields

Facility space needs

Risk Management

- Suburban Staffing provides the following:

Temporary custodian

IT support

Each Contract is a bonded and insured through the Staffing company

Discussion re:

Emergency hire vs. temporary hire vs. permanent hire

should be under Municipal and not the Professional and Technical line item of the Town Administrator budget.

Each department should be representing their own

Doris Metivier is suggesting that the emergency hiring and interns, etc. will become a separate budget and not in the Town Administrator's budget.

This will be a better tracking tool.

- DPW

will be needing a long term secretarial substitute.

- Records management

The docushare project is not moving as quickly as needs especially with the possibility of providing school space needs where the records projects is housed.

**Finance Committee Minutes of March 08, 2008**

- Budgets of the Inspectors

Bob Berger is present to review the budget for each of the inspectors  
Town Administrator participated in the review of the budgets

- Zoning Board of Appeals

New figure for 2009 should be \$24,847.20

Building

Gas

Plumbing

Wiring stayed the same

Most towns are using the hourly method for paying their inspectors.

Question of payment method goes to the Personnel Advisory Board and then to the Town Accountant

employee vs. contractor for the Inspectors' budgets

This budget takes care of the status quo and it prepares for any method changes in FY09.

The fees are still in line with other towns.

Compliance equals public safety.

Building inspector fees usually go up when business is slow.

The building department needs to maintain the level of service.

- Sealer of Weights and Measures

The Town Administrator reviewed this budget.

- Police

Chief Norman Crepeau is present to discuss the budget.

Salaries will have to be corrected to the 52.2 calendar year.

Contract negotiation for salaries are not figured in and that figure will have to be in a warrant article.

Gas budget

usage 25611 gallons 2.74 or 2.84 per gallon

\$75,000 is scheduled and the Chief stated that it will not be enough funded.

Eventually replacing the utility vehicles

The Police Department has been in the new building for 1 year.

New Hire

Current: 1 vacancy in the Police force

Hire is planned for the highest step.

12:53 P.M. Resume the public meeting from lunch break

- Fire Department

The concept of a shared person for custodial duties- for the Police, Fire, etc. was discussed.

New Fire Station will probably be opened in October 2008

Discussion re: salaries to bring the call firefighters to the level of surrounding towns is an additional \$27,000.00

The proposed increased rate will be reviewed by the Personnel Advisory Board on Wednesday, March 12, 2008 to request these funds for FY09.

**Finance Committee Minutes of March 08, 2008**

Fire Department will get back to Finance Committee on the following budget items:

Salaries of 27000 for the firefighters

Shared custodian

Expenses for the old building?

Finance Committee invited the Fire Dept. to the meeting on March 29, 2008

Building repair and maintenance

Necessary for the 2 other stations

Trainings

Hazmat

1<sup>st</sup> responder

Chiefs just finished

New equipment has been cut

\$70,000 is for airpack replacement

New Equipment – a new truck probably be needed in 2010 replacing a 1984

Station 3 roof is a capital request

- **Planning Board**

Town Planner Steve Bishop is present to review the Planning Board budget

New Map system that will require transition time

Bylaw changes for 43B

New section 11

Additional articles will be ready for May 2008 Town Meeting

Miscoe Farms is in default

Magnolia Farms holding 1.4 million bond in default

Ferry Ridge

Planning Board is taking on a larger load to keep these divisions floating.

Steve will email with the upcoming changes

**Adjournment**

Motion: Dave Ross moved that the Finance Committee close its public meeting.

Seconded: Don Davison. All in favor. Motion carries

The public meeting of the Finance Committee adjourned at 2:40 P.M.

**Respectfully submitted,**

**Susan M. Fiacco**