



FINANCE COMMITTEE

Town of Grafton
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March 18, 2006 approved Minutes of the Finance Committee on Saturday, March 12, 2016

Saturday, March 18, 2006
 Public Meeting 8:30 AM
 Office of the Board of Selectmen
 Minutes

Public Meeting

The Public meeting of the Finance Committee opened at 8:34 AM with the following

Finance Committee members present:

Bob Foley, Doris Metivier, Gary Murray (left at 9:00 AM, returned at 11:00 AM), Fred Churchill, Don Davison, Bill Hanley, Sue Robbins, Dave Ross.

Finance Committee members absent:

None

Acting Town Administrator, Roger Hammond was present at this public meeting to answer any questions.

Doris Metivier will chair the Wednesday and Thursday public hearings for the Spring Town Meeting of May 08th when Bob Foley is away.

Discussion will take place at the March 21, 2006 meeting with the Board of Selectmen and the concern about the bond rating.

2/3 vote is necessary to allow the use of the stabilization fund.

Source of funding:

Free cash has not been certified and more than likely will not be certified by April 10th.

A second warrant article will more than likely be on the April 10th warrant.

Review of the Budgets for FY07:

Blackstone Valley

- Dr. Michael Fitzpatrick and Anthony Yitts, Blackstone Valley Grafton representative, were present to review the Blackstone Valley Voc Tech Regional School.
- Significant anchors
- 17% increase in students 70-82 students
- Fiscal perspective \$123,127 inclusive of debt.
- Pool of funds but a Breakout can be given.
- Dr. Michael Fitzpatrick will send us the breakout.
- Student enrollment have dictated an increase in the minimum contribution.
- Instructional staff, square footage, increase of programs..
- Overall school has a 9% increase in enrollment. \$10,000 per student.
- Grafton owns 9% of the entire budget.
- Overall 11% increase in the budget

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Warrant Article

The warrant article total for the Town of Grafton will be \$ 929,550.00 extract the debt line for the 2nd article.

There will be two warrant articles for the Spring Town Meeting as is the usual format.

1. Commonwealth increased Grafton's share to \$161,375.00 for FY07.

This is not an option since it is dictated by the State.

2. One time venture capital to offset the debt.

3. Offset unearmarked funds from the state labeled "pothole" funds.

Grafton was eligible for these funds last fiscal year due to its growth.

Grafton could possibly be eligible for additional funds for fiscal year '07 due to the large increase in costs.

4. District wide increase.

If more state aid comes in, there is not a guarantee that each Town will receive a windfall.

Legislature will enhance the Governor's funding.

Legislature will enhance the Chapter 70 monies.

Legislature will not support the Governor's figures.

Grants

Ten positions have been funded through grants in the past.

Not encouraged since grant monies are soft monies.

There is no short term debt.

Nineteen more years of long-term debt.

\$105, 840 is the figure that the Town of Grafton has set aside yearly to pay off the VocTech commitment to debt.

****Rebate monies can be applied and are available for FY07. This avenue will need to be explored.

Open invitation to review any cost saving efforts.

Insurance increases are approximately 15%

\$ 929,550.00 number that is in the FY07 budget.

Recreation Department

Pg. 240 Betty Wright is present to review the Recreation Department.

630 Recreation

- Snack Bar Supervisor: should be listed at S4 with a rate of \$11.94 - rate is listed for S3.

The total should read \$5,253.60.

This is an increase of \$154.00.

The total departmental request should read \$175,717.90.

Betty Wright is happy with the budget.

29 account will utilize park fees with an increase that will fund the Parks Director position.

No summer custodian will be hired for FY07.

Concern over the summer help and collecting unemployment.

Betty Wright will now be working 35 hours per week.

The Strategic Plan will be reviewed by the Recreation Commission.

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Capital Budget

Docks and Rafts

- This item is in the tier for the proposed capital budget for FY07.
- Once approved at Town Meeting, then the items can be ordered and it will be billed for FY07.

Together we Can

- **542 Together We Can**

What is the \$1,400.00 for Other Supplies?

In actuality, this is an increase of \$500.00 from FY06.

The explanation on the next page of the budget book goes into more detail of these additional costs.

Outstanding Bills

The Grafton News

Motion: Sue Robbins moved that the Finance Committee approve payment to The Grafton News in the amount of \$63.00.

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

Discussion relative to the Finance Committee increase in expense line.

Review the Grafton News and DSL for next week, March 25, 2006.

Council On Aging pg 215

- Part time clerical position

Michelle Drumm, Roland Richard, Marcie Benoit. Michelle Drumm would like to have the part time clerical positioning her budget

Part time clerical position is not funded.

- FY06 did not approve for upholstery cleaning in the amount of \$1,000.00.

Is it in the Municipal Center?

Is upholstery cleaning in the FY07 budget?

- Communications

Is the phone line budget completely separate?

Needs to be placed onto the voice mail service.

Planning Board Page 71

Wayne Nicholas, Town Planner is present to review Planning.

- **Professional and Technical**

Use this line to hire an outside consultant.

Would like to have an increase next year.

- **Legal Notice Fee**

Will be included in the applicant's fee in the form of a warrant article.

Fees will be reviewed and altered in the Zoning By-Laws.

Zoning Board of Appeals, Board of Selectmen, Town Clerk, Planning to review and clarify

Zoning areas and By-Law changes.

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Building Inspector

- Bob Berger is present to review
- Local Inspector is under Professional and Technical and will be placed in Salaries under the Building Inspector budget.
- Ron DeSantis has left the Department and Bob has replaced Ron DeSantis.
- Brennan Wall from the Zoning Board of Appeals request for Administrative support for the Zoning Board of Appeals.
- Concerns over too much work for the Administrative support, causing projects to slip through the cracks.
- Current funding request is under Building Inspector.
Why isn't it under the Board of Appeals?
- The current request is for the Main function of the position is for ZBA and the additional supportive assistance is for the Building Inspector.
- Finance Committee is suggesting that the clerical position should be scheduled under the Zoning Board of Appeals however, the Building Inspector and Planning Board will be working with the clerk for 20 hours.
- Twenty hours provides benefits and 19 hours will not need benefits.
- The amount of funding is recommended in the FY07 proposed budget.
- Zoning Board of Appeals could set the guidelines and the Building Inspector could oversee the clerical work.

Other Inspectors

- Gas Inspector is level funded.
Fees brought in at \$25,400.00.
- Plumbing Inspector is level funded
Fees brought in at \$47,000.00.
- Sealer of Weights
Fees brought in at \$7,345.00.
- Wiring Inspector
Assistant covers the Inspector when Inspector is on vacation.
Fees brought in at \$57,000.00.
- Town Moderator pg. 30
Increase of \$50.00.
- Board of Selectmen pg. 31
Professional and Technical is decreased due to the Town Administrator's Consultant fee.
Schedule will not be needed for FY07.

Budget Review and Discussion

Review and discuss this budget next Saturday, March 25, 2006.

- Town Administrator pg 33
- Department head and Benefits will be reviewed

Discussion re: the change in the budget figure.

Send the questions to Roger Hammond and Bob Foley.

Come to a conclusion to the addition to the figure.

Review Saturday, March 25, 2006.

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Law Department pg. 57

- Legal expenses to date?
Spent through February?

Municipal Center pg. 79

- Energy for FY07

Increase to \$100,000.00

- All Energy lines are in trouble for FY06

Review and discuss this budget next Saturday, March 25, 2006.

Finance Committee pg. 35

Reserve Fund pg. 37

Discussion regarding the amount increase, decrease or keep the same amount.
Level fund.

Cable Oversight pg. 65

- In agreement negotiations

Can Cable pay for this new agreement?

Bob Hassinger is present to discuss Cable

- Access Monies in the fund currently total \$386,000.00.

Can funds be drawn from this fund to pay for legal fees re: agreement negotiations?

A separate line item can be set up to place funds for legal use for FY07 negotiations. Bill

August is the legal at \$100.00 per hour times how many hours?

\$2,500.00 Under legal for Cable TV Oversight Committee.

- Cable Alternatives Committee

Need legal funds for this?

Verizon or the Town building its own network?

Legal?

Economic Development Commission pg. 75

1. 182 Economic Development Commission: John Lapointe

What is the \$1,000.00 for communications?

Need a business to provide the additional \$1,000.00

On page 76 of the budget book, the \$1,000.00 for communications is for an additional
"Welcome to Grafton" sign.

This sign would be similar to current signs located at Route 140 at the Shrewsbury line
and Route 122 at Knight's Limousine.

Farnumsville Fire House pg. 77

Utilities

South Grafton Community House 78

2. 192 South Grafton Community House.

What is the \$5000.00 for Repair & Maintenance?

There was a report, paid for by CPC funds regarding this facility.

Once we get a copy, we will forward to the Finance Committee.

This document laid out various maintenance issues that needed to be attended to.

Painting the exterior, insulating portions of the interior and removing asbestos in the
cellar are a few of the more pressing issues we will attempt to address in the next fiscal
year with these Repair & Maintenance funds.

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Will the rent be able to maintain the building?

The current answer to this is no.

Discussion re: keeping the building or selling it?

Political issue – Board of Selectmen are continuing to invest in this building.

One Grafton Common is also difficult to maintain.

Animal Control pg. 141

Dog officer- Gene Ploss- Level funded

Animal Inspector 142 John Carlson

Town Administrator pg 33 Department head and Benefits will be reviewed

Minutes submitted for approval

September 21, 2005

Motion: Bill Hanley moved that the Finance Committee approve the September 21, 2005 minutes.

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

September 22, 2005

Motion: Bill Hanley moved that the Finance Committee approve the September 22, 2005 minutes.

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

September 26, 2005

Motion: Bill Hanley moved that the Finance Committee approve the September 26, 2005 minutes.

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

September 28, 2005

Motion: Bill Hanley moved that the Finance Committee approve the September 28, 2005 minutes as amended.

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

October 11, 2005

Motion: Bill Hanley moved that the Finance Committee approve the October 11, 2005 minutes.

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

October 15, 2005

Joint Meeting

Motion: Doris Metivier moved that the Finance Committee approve the October 15, 2005 minutes as amended.

Seconded: Bob Foley. All in favor. Motion carries

Discussion

No quorum was present at the October 15, 2005 joint meeting.

October 17, 2005

Motion: Bill Hanley moved that the Finance Committee approve the October 17, 2005 minutes.

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

November 28, 2005

Motion: Bill Hanley moved that the Finance Committee approve the November 28, 2005 minutes.

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

December 6, 2005

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Motion: Bill Hanley moved that the Finance Committee approve the December 6, 2005 minutes as amended.

Seconded: Bob Foley. All in favor. Motion carries.

Discussions

- Town Warrants

Fred Churchill recommended the Finance Committee revisit.

Dollar amount should be plugged in for all articles for all town warrants.

- Agenda Item

Discussion regarding the current Town Counsel.

- Fire Building Committee

Current plans vs. establishing new plans

Committee is 50/50 on the current vs. new.

Some committee members do not care for the architect and drawings.

Do they have to go out and rebid?

Wait until the site is established before being concerned about the design?

How does the Finance Committee feel about this?

If the town can and if the design works, then let's save the money.

Adjournment:

Motion: Fred Churchill moved that the public meeting of the Finance Committee adjourn.

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

The public meeting adjourned at 2:50 PM.

Respectfully submitted,

Susan M. Fiacco