



**FINANCE COMMITTEE**  
**Town of Grafton**  
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GRAFTON, MA  
2016 APR 12 AM 10 06

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March 25, 2006 Approved Minutes of the Finance Committee on Saturday, March 12, 2016

Saturday, March 25, 2006  
Public Meeting  
Office of the Board of  
Selectmen  
8:30 A.M.  
Minutes

**Public Meeting**

The public meeting of the Finance Committee was called to order at 8:32 AM with the following

**Finance Committee members present:**

**Bob Foley, Doris Metivier, Gary Murray, Bill Hanley, Sue Robbins, Dave Ross**

**Finance Committee members absent:**

**Fred Churchill, Don Davison**

**Discussion Topics:**

- **Veteran's Services**

Mr. Perron is present to review the budget

Bottom line is in agreement and would like to adjust the line items.

Mr. Perron is a 3 district representative for the Veterans' Services.

Mr. Perron would like to prepare his own budget. \$12,430.00

Holding one case load in the budget for all districts.

If additional case load, then a reserve fund transfer will be requested.

Car Allowance should be placed in salaries and not in other supplies.

- **Budget**

\$235.00 for repair and maintenance

+ \$35.00 for dues and memberships

Looking for Salary increase comparable to Shrewsbury

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- Conservation Commission  
The Commission is pleased with their budget.  
Linda Detloff  
Paul Vigeant  
Mary Ray present to review their budget.  
Monies returned from fees schedule.  
Doris Metivier spoke about the needs of the personal employee part-time clerk vs. the needs of the department.  
Linda Detloff 's position will be going to the Personnel Board - number may be changed.  
Linda reviewed the mileage reimbursement vs. car allowance.  
Linda would like Automobile allowance to be increased to \$3,600.00  
Bottom line \$85,863.
- Emergency Management  
Kathy Cederberg is present to review the budget.  
Shawn McAvey is present.  
Deadline compliancy dates
- Fire Department  
Fire Department needs to work with the Town to meet the training date requirements of the Emergency Management Training.  
If not done, then the Town of Grafton will not be eligible for Federal Grants relating to this topic.  
A move to a nationwide uniformity in training and responding.  
Comprehensive Plan
- Town Accountant  
Tricia Fay called to ask it is necessary to further review this budget.  
Capital article in the future is destined for review in order to purge the history of the computer files.  
The Fire radio system and clean up of the general communication system will need to be reviewed.  
Current Data National System.- see Russ' message.  
Alternative to Data National needs to be investigated.
- Transfer request  
A transfer requested is needed - South Grafton Community House  
For critter control in the amount of \$158.00  
Wait for Roger Hammond to receive further information.

**Break from the agenda**

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- Finance Committee  
Acting Town Administrator, Roger Hammond, is present to review the operating and capital budgets.
- Police Department  
Police Chief, Norm Crepeault, is present to review the Police Department budget.  
Discussion on the current budget fy06  
Two positions are currently not filled.  
Hopefully 2 officers will be hired prior to FY07.  
One retirement will be coming up so there will be another vacancy.  
Overtime is going to be short by possibly \$8-\$10,000.00  
Could be okay since 2 positions are not filled and overtime can be drawn from the excess salary account.  
Currently, \$8,800.00 is remaining in overtime.  
Conservatively, there is \$1,500.00 per week average used from now until the end of the fiscal year.  
\$6,000.00 is a reimbursable item due to the policing for the Fall 2005 Flood.
- Utilities  
Energy utilities for FY06 is at \$5500.00 remaining and should be okay for FY06.  
Gas needs will be handled on the Special Town Meeting warrant of May 08, 2006.
- FY06  
Vehicle repairs \$3600 over since 2 transmissions were needed.
- FY07  
Special duty policing line item is destined for community functions.  
Overtime account is a concern for the chief due to retirement and vacancies and time frame for new police staff to go to the academy.  
Open vacancy for custodian is \$15.13 under the Administrative personnel.  
\$225.90 Should be \$11,801.40.  
\$214,758.39 - Revised Bottom line total.  
Gasoline- budget to be raised to an increase to \$10,000.00.  
Wages Police Special Duty- raised an increase to \$10,000.00  
\$1,732,294.30 - New total
- New building  
Anticipating move in time into the new Police Station- July 2006.  
Discussion re: the condition of the cars.  
Two new cruisers are listed under this budget of FY07.
- Board of Health  
Lois Luniewicz and Shawn McAvey are present to review the Board of Health budget.
- Well testing  
Well completion reports for all the homes in the Stoneybrook area were requested by the citizens.  
In the past there was a change in the house numbers which created difficulty in identifying the parcel with the well testing.  
LSP is currently proceeding with the testing of the wells on Stoneybrook.

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**Special Town Meeting for April 10, 2006**

Discussion with the Acting Town Administrator re: Warrant for April 10, 2006

1:00 PM

- Engineering  
Steve Risotti is present to review the budget.  
Professional and Technical  
Has a retired person who acts as a consultant in the Engineer Dept.  
Capital project  
For the plan copier and it is in the tier of the proposed budget.  
Drainage projects under listed capital projects  
Vagrant property, North Street and Main Street

**This item will be reviewed next week.**

- Town Administrator
 

FY07	\$115,000.00
Expense line	\$3,600.00
Deferred Comp	\$5,000.00
- Highway
  - \$8,022.40 Damian P. change
  - Beth's figure is staying the same
  - Three separate departments
  - FEMA will reimburse 75.5%
  - MEMA 12.5%
  - This is for the flooding storm of 10/05
  - Energy \$5,210.00 electrical and natural gas expenses
  - Leave it the way it is.
- Non energy
  - Highway budget supplies all the Diesel fuel to the Town
  - Police budget supplies all the Petroleum fuel to the Town
  - 975144.60
  - Sanitation
  - Catch Basin
  - 3<sup>rd</sup> white metal collection in April, July, October
  - Catch Basin and Street sweeper clean up are always kept separate.
  - Six hour increase
- Wheelabrator
  - Separate Stabilization fund has this been established?
  - Cannot see it in the account. \$120,000 in this fund.
  - To be taken out of stabilization fund and placed into a new Stabilization Fund specific for Wheelabrator.

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- FY08 January 01, 2008  
Double fee increase will kick in  
Consideration: Pay as you throw.  
Into Enterprise fund to offset tipping fees, etc.
- Snow and Ice  
Reimbursable
- Streetlighting  
New Lighting  
Intersection and at the end of cul de sacs  
No additional lighting at this time.
- Cemetery and Parks  
On personnel by-law list \$.40  
\$11.46 \$512 to seasonal
- Capital budget  
Plan copier  
Second phase of 3-year plan  
Digital copies will enhance the detail.  
This is a capital budget process and looking for cost recovery through the developers  
Replace pick up truck  
Four wheel drive with plow with diesel  
Reason: tend to run better.  
Sidewalk plow  
Time to replace after 40 years.  
DPW(Roger Hammond will be using this one.)  
Four wheel drive vehicle and construction sites.  
Chapter 90 Pleasant Street and Westboro Road  
Replacement vehicles are auctioned off and placed into the general fund
- Assessors  
Jennifer O'Neil is present to review the budget for FY07.  
Needs photocopy machine under New Equipment  
Quotes for \$2,500.00 - \$2,900.00  
Russ Connor recommended \$1,000.00  
Need 30 hours for Clerk instead of 35 hours  
Would like the copier instead; Finance Committee concurs  
Additional \$2,000.00; \$2,202.00 off of the budget.  
\$1,612.99
- Treasurer- Collector  
John Clark is present to review this budget.  
Biggest request  
Part-time position from 10:30-2:30 PM for window attending and data entering due to quarterly billing.  
Capital projects  
Data National  
John Clark is interested in the windows document.

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One of the first goals of the new Town Administrator is to work on upgrading and intergrading the computer system.

An IT person is generally needed.

- Overtime budget

John Clark is requesting an increase on this line item.

All positions are filled at this time.

Review of real needs for the part-time position.

May create an article for Fall Town meeting.

New homes, more tax bills and DOR changes and new policies.

- Debt- retirement of debt Pg 261

Building addition is the Middle School and the debt will be completed in FY08.

Elementary School short term debt will be completed in FY07.

Debt Interest Pg 262

#### **Brief discussion**

- Perrault property

Speculating short term debt entirely with 5 years to roll and then a permanent solution to make it a total of the cost for the (library?) and apportion it out.

- Authorize all projects at Fall Town meeting at the earliest.

How will it fall into the debt services.

Bond counsel

Debt exclusion vote

Ballot vote

- Schools

Town Account is working on the close out monies for the amount of funds from the school renovations.

Hennessey is closed in June 2006.

- Unclassified

FICA

This can run in the negative.

\$10,000.00- add to it.

Health Insurance

Decision will be made by the Board of Selectmen on April 18, 2006.

- Various meeting dates: April 4, April 11, 2006

Special Town meeting will add an additional amount of funds at the Special Town meeting for May 8, 2006.

- Increase on the Town Insurance line item could be based on many criteria.

Funds from the Fall Town meeting?

Or a transfer request?

See page 89.

- Historical District Commission- John Stephens

This is a liability issue.

Taking \$5000 from this budget and create an \$800.00 warrant article for Grafton

Common Maintenance and take it out of the Historical District Commission's hands.

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- Board of Selectmen pg. 122  
\$3,000.00 for schooling for Municipal employees.  
Only a few employees are able to use it because of the low funding.  
Criteria: B average  
State School wage.  
Approval by Department head  
Board of Selectmen approval.
- Suggested that the Acting Town Administrator speak with the Board of Selectmen about this portion of their budget in the amount of \$7,500.00.

**Transfer Request**

South Grafton Community House

Reserve Fund Transfer Request in the amount of \$158.63.

Motion: Gary Murray moved that the Finance Committee approve passage of the South Grafton Community House transfer request in the amount of \$158.63.

Seconded: Sue Robbins. All in favor. Motion carries.

**Adjournment:**

Motion: Bill Hanley moved that the public meeting of the Finance Committee adjourn.

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

The public meeting adjourned at 3:50 PM.

Respectfully submitted,

Susan M. Fiacco