



**FINANCE COMMITTEE**  
**Town of Grafton**  
30 Providence Road  
Grafton, MA 01519  
(508) 839-5335 x 1167  
[www.grafton-ma.gov](http://www.grafton-ma.gov)

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Minutes  
Wednesday, November 15, 2006  
Public Meeting  
Finance Committee Conference Room  
7:30 PM

*Handwritten initials*

**Public Meeting**

The public meeting of the Finance Committee was called to order at 7:30 PM.

**Finance Committee members present:**

Doris Metivier, Dave Ross, Fred Churchill, Bob Foley, Bill Hanley, Sue Robbins, Dharmesh Shah.

**Finance Committee members absent:**

Gary Murray, Don Davison

**Collector/Treasurer, John Clark to discuss the status of the Department's current budget and upcoming FY08 budget Discussion Topics**

- Two issues:

Part time position and software needs.

FY08 Keep intern for \$5000 per year.

Part time person not going to be budgeted for FY08

John Clark feels that Payroll is becoming a full time position.

- Payroll

The actual payroll takes two full days.

The remaining days are used for processing withholdings.

This needs to be explored

Payroll person is acting as a Human Resource person.

- Treasurer/Collector

Five employees in department including John Clark

John Clark completes treasurer's work

Karen Gauthier does the day to day tasks of the Collector work.

Payroll clerk

The other 2 employees work on the daily tasks, cmls, betterments, drawer reconciliation, window attendant, Motor Vehicle, bankruptcy.

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- Treasurer/Collector FY07 Budget

Used ½ of overtime to date

Being creative in the office to offset the busy office.

Sue Rogers went to Building Inspector's office and now the Treas./Collector is working with a new person and working on the training.

\$2500 of overtime used

Using High school intern program - funding from the higher salary from Sue Rogers to the new person.

Need a full time person but is willing to put a hold on this request.

High School Intern 5 hours a week at \$5,000.00

New integrated software needed to implement with the Town Accountant's office.

Looking at 4 software companies; all are windows based

3 handouts 1 more is called Unifund.

Needs to quantify customer support. Data National appears to be the easiest route to take since it is already in the Town Hall.

Sewer needs to be placed on to the system. Work in progress

The Assessor is involved with the State program. To use another system will entail much more funds.

Involving the Sewer on the Town wide system will be a tremendous savings for the department and ultimately the Town.

Treasurer/Collector Software

- Vadar Systems – Has payment plan. Concern re accessing data base.
- DNWindows – Needs server and \$7,000.00. Concerns over customer service support
- Munis – Best system; support base in Westboro; complex

8:20 P.M.

**Town Administrator, Natalie Lashmit is present to discuss matters with the finance committee to prepare for the operating budget for FY08.**

Update on the Special Town Meeting of November 20, 2006.

Does not have the DHCD letter to date.

A positive Vote is contingent upon the receipt of the letter stating DHCD eligibility

The Board of Selectmen Vote will be taken on Monday at 6:30 PM.

Last minute processes. Preliminary determination that the PDF grant has been received in the amount of \$20,000.00 but not 100% sure that it can be used.

Contingencies will exist - not approved by the state and not sure what it is going to say to date.

If voted down it can come back at any time as a result of the positive BOS recommendation on this subject.

No pass over since a need for discussion is needed.

John Lapoint is present at 8:43 PM.

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**Municipal Center Updates/Preparation for Budget Process**

Council on Aging issue re: the use of the gym by children during the time of their activity night.

Renovations to the Selectmen's office.

Encouraged by the Board of Selectmen.

Building inspector had taken on the task.

3-4,000 including the moving of the phone and data lines and needs to move the phone line to the hallway for the reception desk.

Phone system needs to be updated.

Energy efficiency in the Municipal Center

RE: replace lighting and it should recoup the energy budget.

Police would like to rent the old police dept. building. vs. the

\$1000 per month for 3 year lease.

Copiers for the town hall

Lease program - temporary agreement.- funds are coming from the departments

For the most part, it is going well.

One budget next year, per click cost plus lease. For FY08 under the Municipal Center.

Nothing has been thrown away and the schools would like some of the equipment and there may be a silent auction. Old printers have gone to the police and the libraries.

Additional costs for the Veterans Hall

Carpets will be installed next week. The Veterans agent will be funding some of the expense.

Town Administrator budget

\$2000 for the screening committee? Natalie will clarify.

Intradepartmental transfers

Town Administrator will review.

Stabilization funds

Use of CPA funds and the equipment funds

Capital budgeting

15% increase on health care for FY08

Overlay surplus will be utilized for the Union contract.

Job responsibilities are important.

Facilities management needs to be addressed.

Bringing in a facilities manager will be less expensive to do the repairs, etc and will be more effective even with benefits.

Setting priorities justify when reviewing the budgets-discussing job descriptions.

Centech park - knowledge of what we are managing and then how to manage it.

Human Resources is necessary and needs improvement intro and exit interview process.

Assistant Town Administrator/Human Resources is a good combo. Coordinator and/or as a liaison for committees. Bill Hanley expressed his opposition to the Assistant Town Administrator person.

High School internship will work as long as the funds are available.

Tax work program for Seniors has been advantageous to the Municipal Center.

21 laptops donated by the State. 92 free Dells for the High Schools for a federal project.

November 15, 2006 approved minutes of the Finance Committee

**For Special Town Meeting of 11/20/06**

Number is not firm for Article 1. This is a closeout of warrants that will be used for salaries. For the union contract.

**Capital Budget**

Concerns over the order of the capital budgets. The order of priority will have to be rejustified. To the Town Administrator.

**One Grafton Common**

Bill Hanley expressed his concerns over the responsibility of the caretaking of the building.

Roof is in a great need of replacement.

Renegotiations had to happen.

Grant writing

Historical buildings

New equipment.

Capital building planning committee

**Fire Station**

Purchase and Sale Agreement has been signed for the Santora property for the Fire building.

**Fisherville Mill**

Stabilization Fund set up for South Grafton infrastructure.

\$350,000 dispensation for the Fisherville Mill.

**School Department**

\$80,000 deficit from the School Department re: pothole fund

**Feedback from the members who attended the Annual Meeting of the Association of Town Finance Committee**

Sue Robbins stated that at the meeting of the Association of Town Finance Committees.

Discussion took place relative to Intra departmental policy re: do not create a policy for funds to be spent at will.

The reserve fund needs to be the place to go for emergencies.

Circuit breaker and for sped money in general

State has a \$250 million dollar deficit. FY08 will be a tight state budget.

**FY08 Operating Budget Preparation**

Chairperson, Doris Metivier re: reviewed the assignment of the departments for the FY08 operating budget.

Re: School budget: needs preliminary budget prior to the final budget.

**Town Report**

Dave Ross will compose.

**Adjournment:**

Motion: Bob Foley moved that the Public Meeting of the Finance Committee adjourn.

Seconded: Dave Ross. All in favor. Motion carries

The public meeting adjourned at 10:15 PM.

Respectfully submitted,

Susan M. Fiacco