March 3, 2016

Town of West Bridgewater

Minutes of the Finance Committee Meeting

The meeting convened at 6:34 P.M. in the Selectmen’s Meeting Room in the West Bridgewater Town Hall.

Committee Members Present: Chairman Meredith Anderson, Mr. Peter Fredericksen, Ms. Cheryl Adams, Mr. Maurice McCarthy, Mr. Anthony Kinahan, Ms. Janice Fox and Mr. J.P. Waller.

Committee Members Absent: Vice Chairman Ms. Jeri Scrceni and Ms. Jennifer Clark-Croes.

Mr. Anthony Kinahan made a motion to accept for review the February 18th meeting minutes, Ms. Janice Fox seconded and the Committee voted unanimously in favor of this motion.

Chairman Meredith Anderson then discussed the shared Gmail and Dropbox Finance Committee accounts. She also provided an update on the open secretary position and the candidate search.

Ms. Ann McNaughton then entered the meeting to present budget 1350 (Town Accountant). She started by giving a brief description of the budget and highlighting the key items/changes. She explained the changes in salary line items were contractual. Chairman Meredith Anderson asked about the line item for KVS software and Ms. Ann McNaughton explained that she shares that software and the support cost with John Duggan. She then exited the meeting.

Mr. David Gagne then presented the following budgets: 1965 (Economic Development), 1510 (Town Counsel), 5430 (Veterans), 1560 (Cable TV Committee), and 1750 (Planning Board). The Committee discussed these budgets and Mr. David Gagne answered any questions that arose.

Ms. Mary Graff then entered the meeting to present budget 5410 (Council on Aging). She started by giving a brief description of the budget and highlighting the key items/changes. Mr. Maurice McCarthy asked about the increases in salary line items. Mr. Peter Fredericksen also asked if the salary increases were contractual, Ms. Mary Graff explained the secretary salary is contractual but the rest are not. She then provided information about the SHINE program and the help and cost savings it provides to the elderly community. Mr. Peter Fredericksen asked about the grant breakdown on the salary sheet, Ms. Mary Graff explained the various grants the Council receives and how she applies them. She then exited the meeting.

Chief Len Hunt and Deputy Chief Ken May then entered the meeting to present budget 2200 (Fire Department). Chief Hunt started by giving a brief description of the budget and highlighting the key items/changes. He explained the increases in salary line items were union decisions and that he estimated the increase on his salary line item based on the union agreement. Ms. Janice Fox asked about the property maintenance line item increase, Chief Hunt explained that the building is starting to show some normal wear and tear after 8 years and the increase is due to needing to perform small
maintenance around the building. Mr. Maurice McCarthy asked about the increase in ambulance supplies, Chief Hunt explained they provided advanced life support on the ambulance and that supply costs have increased. Mr. Peter Fredericksen asked how the ambulance receipts account works and Mr. David Gagne explained the receipts are done as a transfer at town hall meeting every year against the budget. Chairman Meredith Anderson asked how the revolving account for fire alarm maintenance was working; Chief Hunt explained how the fund works and how it has been funding itself. Chief Len Hunt and Deputy Chief Ken May then exited the meeting.

Mr. David Gagne then presented the following budgets: 1850 (Rent Control Board), 1920 (ADA Compliance), 1945 (Municipal Building Needs Committee), and 1955 (CWRMP Committee). The Committee discussed these budgets and Mr. David Gagne answered any questions that arose.

Mr. Chris Iannitelli then entered the meeting to present budgets 2940 (Public Property and Trees) and 4940 (Tree Warden). He started by giving a brief description of the Public Property and Trees budget and highlighting the key items/changes. Chairman Meredith Anderson asked about the trees coming down on Route 106, Mr. Chris Iannitelli explained what was going on and National Grid’s involvement with the take downs. He also provided his thoughts on how the town should be replacing trees that are taken down in certain situations and how that process works. He then explained the line item increases for salaries were step increases. Mr. Anthony Kinahan asked if they currently receive any grant or emergency funding from storms, Mr. Chris Iannitelli explained they did not this year. He then presented the Tree Warden budget and exited the meeting.

Ms. Ellen Snoeyenbos and Mr. Warren Turner then entered the meeting to present budget 6100 (Library). This is Ms. Ellen Snoeyenbos first year as head librarian so she started by giving a brief summary of her background and her goals for the library. She explained the new products in the technology area she was looking to bring in and the increases in salary line items she had in the budget. She explained to the committee the Books and Periodicals line item could also include electronic media and she explained her increase in that line item and its implications on state aid. Chairman Meredith Anderson asked what projects needed to be funded this year and which could wait over the span of multiple years, Ms. Ellen Snoeyenbos explained the Books and Periodicals line could be cut by 2% and we would still be eligible for state aid if expenses needed to be cut. Mr. Maurice McCarthy asked if the new line item for Technology would be one time or if it would be yearly, Ms. Ellen Snoeyenbos answered it would be yearly. Mr. Anthony Kinahan asked about the other accounts the Library has and there funds, Ms. Ellen Snoeyenbos answered there was about $12,000 in the revolving fund and they receive about $10,000 in state aid. Ms. Janice Fox asked about additional grants available, Ms. Ellen Snoeyenbos answered there are some she would be going for and that she would be fund raising for private funding as well. Ms. Ellen Snoeyenbos and Mr. Warren Turner then exited the meeting.

Mr. Peter Fredericksen exited the meeting at 8:32 PM.

Ms. Linda Copeland, Mr. Tom Snell and Ms. Gayle Cipitelli then entered the meeting to present budget 1760 (Board of Appeals). Ms. Linda Copeland started by giving a brief description of the budget and highlighting the key items/changes. Chairman Meredith Anderson asked about the Member Stipend line
added, Ms. Linda Copeland answered it was discussed by the board members and with the additional work and expenses from 40B hearings they thought it was merited. Chairman Meredith Anderson asked how the stipend would be dispersed, Mr. Tom Snell answered they had brief discussions but nothing was finalized yet on breakdown. He then explained what a 40B hearing is and the necessary time and involvement from the board members. Mr. Maurice McCarthy asked if other town’s Zoning Board members received stipends, the board members answered that they did not know but they would see if they could find out. Mr. Maurice McCarthy asked if Town Counsel was involved in 40B hearings, Mr. David Gagne explained the process and how and when Town Counsel is involved. Ms. Linda Copeland, Mr. Tom Snell, and Ms. Gayle Cipitelli then exited the meeting.

Ms. Cheryl Adams then made a motion to adjourn the meeting. Mr. Maurice McCarthy seconded and the Committee voted unanimously in favor of this motion.

The meeting adjourned at 9:17 PM.

Respectfully submitted,

[Signature]

J.P. Waller, Secretary