March 15, 2018
Town of West Bridgewater
Minutes of the Finance Committee Meeting

The meeting convened at 6:41 P.M. in the Selectmen’s Meeting Room in the West Bridgewater Town Hall.

Committee Members Present: Chairman Ms. Meredith Anderson, Vice Chairman Ms. Jeri Serenci, Ms. Janice Fox, Mr. Maurice McCarthy, and Ms. Cheryl Adams.

Also present was Town Administrator David Gagne.

Town Clerk Annie Iannitelli entered the meeting to first present budget 1610 (Town Clerk). Ms. Iannitelli noted that the only changes were contractual and her hope to promote her assistant to head administrative clerk.

Chairman Anderson asked what the Town Clerk may need in the next few years due to the growth of the town. Ms. Iannitelli stated that she felt they were doing well with getting all paper documentation onto the computer, and they are on their way to improving the election process with poll books. She anticipated eventually needing approximately 8-10 poll books, as they can be used for Town meetings, early voting as well as elections. She noted that she wasn’t quite ready to take this on in full yet, as the procedures are still coming into place.

Chairman Anderson commented that this would be great progress for the town.

Chairman Anderson asked if anyone had any further questions.

Ms. Iannitelli presented budget 1630 (Election/Registration). Ms. Iannitelli gave a brief description of this budget and noted that the increases were due to the talk of early voting for the primaries, as well as the extra work that may come with the federal census.

Ms. Serenci asked about the increase in line item 5306, and Ms. Iannitelli stated that this was due to the two additional elections, as well as the possibility of an audit. She noted that if there is an audit, they would need a buffer for a possible recount.

Chairman Anderson asked if anyone had any questions regarding this budget.

Ms. Iannitelli presented budget 6920 (Veterans/Memorial Day Parade). Ms. Iannitelli gave a brief description of this budget and noted that the increase of $200.00 was due to the increase in the cost of flags.

Chairman Anderson asked if anyone had any questions regarding this budget.

Chairman Anderson called for a temporary recess.

Chairman Anderson called the meeting back into order.
Ms. Melissa Byrnes and Mr. Scott Weatherbee entered the meeting as they were sworn in and are now acting members of the Finance Committee.

Building Inspector Michael White presented budget 2410 (Building Inspector). Mr. White noted that the increase in the Appointed Official was contractual. He discussed the increase in Clerical Salaries which was due to his hope to add another secretary for 16 hours of week.

Mr. White presented some documentation comparing new construction in the past 7 years and discussed how he believed this information supported the need for salary increases, and an additional secretary due to the work load.

Mr. White and the committee continued to discuss this budget, and came to the conclusion that it would be a good idea to look into increasing the permit fees.

Chairman Anderson asked if anyone had any questions regarding this budget.

Mr. White presented budgets 2420 (Gas/Plumbing) and 2450 (Electrical Inspector). Mr. White stated that he was asking for an increase for the Gas Inspector based on the average pay given to this position in the 7 surrounding towns. The committee continued to discuss this budget.

Chairman Anderson asked if anyone had any questions regarding this budget.

Mr. White presented budget 1940 (Town Hall) and noted there were increases in the maintenance contracts, specifically the elevator maintenance and the sprinkler/fire alarm system.

The committee continued to discuss these budgets and commented that it would be a good idea for Mr. White to come back at a later date with additional data including the permit fee data so that they could further understand this budget.

Mr. White exited the meeting.

IT Director, Ed Sarro entered the meeting to present budget 1550 (Data Processing). Mr. Sarro noted that the increases in this budget were due to the increase in the service contract with Comcast in order get a better internet speed.

Chairman Anderson asked if anyone had questions regarding this budget.

Mr. Sarro exited the meeting.

Mr. Christopher Iannitelli, Director of the Department of Public Works and Shawn Anderson, Assistant Director of the Highway Department entered the meeting to present the DPW budgets.

Chairman Anderson disclosed she would recuse herself from the discussion of the following budgets: 4215, 4230, 4240, and 4330 due to the fact that her husband is the Assistant Director of the Highway Department. Chairman Anderson turned the meeting over to Vice Chairman Scrceni.

Mr. Iannitelli presented budget 4215 (Public Works) and noted that this was a merger of four other budgets. He noted that the first increase in the budget was in the amount of $5,000.00 for overtime.
The next increase he discussed was for Beacon and Traffic systems and that was due to the repairs needed anytime a traffic signal was knocked down or needed repair.

Mr. Iannitelli went on to discuss that since the merger of the Forestry Department with the Department of Public Works there has been a lot of teaching between the employees. Those experienced with forestry skills are learning highway skills and vice versa.

Vice Chairman Serenci asked Mr. Iannitelli what needs or improvements he foresees the department needing in the next 3 years.

Mr. Iannitelli stated that the Stormwater Management requires a lot more training and documentation. He said that he had upped the line item for dues and meetings because the men will soon be required to take the OSHA 10 class, and he’s also finding that the highway men want to learn more forestry skills, so he’d like to send them to more classes.

Ms. Serenci asked Mr. Iannitelli if he anticipated any big expenses in the next few years, and he stated that they would likely be due to ongoing technical updates and different styles of maintenance.

Ms. Serenci asked if anyone had any questions regarding this budget.

Mr. Gagne commented that the Board of Selectman showed a lot of leadership in terms of combining these departments and in doing so were able to save $23,000.00. He stated that by combining resources the department is now allowed to do more training classes.

Mr. Iannitelli presented budget 4230 (Public Works Snow Removal). The committee discussed this budget, and Mr. Iannitelli commented that they are just trying to get through the rest of the winter.

Ms. Serenci asked if anyone had any questions regarding this budget.

Mr. Weatherbee noted that it appeared they were using a lot more liquid. Mr. Anderson stated that it had to do with all of the different types of storms, and with them being so close together.

Mr. Iannitelli presented budget 4240 (Public Works Street Lighting). He noted that this increase is based on what we get billed for lighting.

Ms. Serenci asked if anyone had any questions.

Mr. Iannitelli presented budget 4330 (Waste Disposal). He stated that in this budget they asked for an increase up to $5,000.00 for hazardous waste disposal for items that are not being brought to the transfer station.

Ms. Serenci asked what types of items are not accepted by the transfer station. Mr. Anderson stated that it was mostly brush and wood that the transfer station would not take, and they are hoping that people begin recycling more.

Ms. Serenci asked if anyone had any questions on this budget.
Chairman Anderson advised that the next item on the agenda was to approve the Minutes for the February 22, 2018 Finance Committee Meeting. Ms. Serenci made a motion to approve the minutes, Mr. McCarthy seconded this motion and the committee voted unanimously in favor of this motion.

Chairman Anderson asked if anyone had any additional business to bring before the committee.

Ms. Adams made a motion to adjourn the meeting, Mr. McCarthy seconded the motion and the committee voted unanimously in favor of this motion.

The meeting adjourned at 8:28PM.

Respectfully submitted,

Kristin Leahy, Secretary

Enclosures.