March 2, 2017

Town of West Bridgewater

Minutes of the Finance Committee Meeting

The meeting convened at 6:30 P.M. in the Selectmen’s Meeting Room in the West Bridgewater Town Hall.

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

Also present was Town Administrator David Gagne.

Mr. Waller made a motion to approve the February 16th meeting minutes, Ms. Fox seconded and the committee voted unanimously in favor of this motion.

Ms. Ellen Snoeyenbos, Library Director entered the meeting to present budget 6100 (Library). Ms. Snoeyenbos first made note of how much support the library has received from the community. She presented a few examples of what both children and adults recently made using the new 3D Printer at the library.

Ms. Snoeyenbos went on to discuss the budget and explained that the big changes would be filling the position held by April McDermott who will be retiring, as well as hoping to hire an assistant director. She explained several other changes she would like to make including extending the hours of the library as well as having it open every Saturday of the year. She went on to state that the total budget increase is 4% and believes that the added costs would be very beneficial.

Chairman Anderson asked whether the Library had any other funds available. Ms. Snoeyenbos answered that they received $1,700.00 this year from Bridgewater Savings Bank and is continuing to look for donations from other local banks as well.

Mr. McCarthy asked whether the Library drew from Trust Funds. Ms Snoeyenbos answered that they were advised not to, as the process was difficult and there was only a small amount of funds in the account.

Chairman Anderson asked if anyone had any further questions for Ms. Snoeyenbos.

Ms. Snoeyenbos exited the meeting at 6:55PM.

Ms. Marilyn Mather, Director of Elder Services for the Council on Aging entered the meeting to discuss budget 5410 (Council on Aging).
Chairman Anderson began by asking Ms. Mather to discuss the changes in the budget.

Ms. Mather advised that the clerical salaries increased by 15% due to the loss of a Grant from the Town of Avon.

Ms. Adams asked whether the Council on Aging has any advisors. Ms. Mather responded that they do not at this time, but they do have volunteer counselors from SHINE that they can use once a week.

Chairman Anderson asked whether they have any other trusts or fund accounts. Ms. Mather responded that they do have revolving accounts where grant and any donation money go. She went on to say that this money is usually used for something special.

Chairman Anderson asked Ms. Mather whether she believed that the center was providing the services that the seniors were expecting. Ms. Mather believed that it did, and is looking forward to implementing some new programs such as a possible “men’s breakfast.” She is hoping that with some new programs that more West Bridgewater residents will start attending.

Chairman Anderson asked if anyone had any further questions.

Ms. Mather exited the meeting at 7:20.

Mr. Warren Turner entered the meeting to present a picture that he would like the committee to consider using as the cover on the book for the town meeting.

Mr. Gagne presented budget 1350 (Town Accountant). Mr. Gagne discussed how the town no longer has a full time accountant and how they now use a private consultant. He stated how this was a lot less money than paying for a town accountant. He commented that everything else on the budget is either flat or down and that they are doing a great job while saving money.

Mr. Gagne presented budget 1965 (Economic Development Commission). He discussed how this is a local committee that is meant to help attract businesses. He hopes that this committee will become more active once the right people are involved to get it going. He stated that the budget was level funded.

Mr. Gagne presented budget 1510 (Town Counsel). Mr. Gagne discussed how there was a decent increase in this budget and that it is on pace to exceed the current budget. This is primarily due to a handful of lawsuits.
Mr. Gagne presented budget 5430 (Veterans). Mr. Gagne advised that the only increase in this budget was a 2.5% clerical increase and that the entire budget was up less then 1%.

Mr. Gagne presented budget 1560 (Cable TV Committee). Mr. Gagne stated that this was a small budget of $1,100.00 and it was level funded.

Mr. Gagne presented budget 1750 (Planning Board). Mr. Gagne stated that this budget was level funded with the exception of the clerical and longevity lines. Currently the secretary works 11 hours a week, and is requesting to go up to 12 hours per week based on the anticipated work load of more development happening in town.

Mr. Gagne presented budget 1760 (Board of Appeals). Mr. Gagne commented that this budget was level funded.

Mr. Gagne presented budget 1850 (Rent Control Board). Mr. Gagne commented that this budget was level funded with no changes.

Mr. Gagne presented budget 1920 (ADA Compliance Committee). Mr. Gagne commented that this budget was $500.00 and is the same every year.

Mr. Gagne presented budget 1945 (Municipal Building Needs Committee). Mr. Gagne commented that this was a small operating budget and was level funded.

Mr. Gagne presented budget 1955 (CWRMP Committee). Mr. Gagne commented that this budget has been zeroed out and the amount transferred to the conservation budget. He discussed how the town had already hired an intern who has already been out in the field and has been identifying areas that need to be tested.

Mr. Gagne explained that all the small budgets that have part time clerical staff will see a minor change as the Selectmen weigh whether to provide any increase to their respective hourly rate at the end of the budget season.

The committee took a 5 minute recess.

Mr. Christopher Iannitelli, Forestry Superintendent and Tree Warden entered the meeting to present budget 2940 (Public Property and Trees).

Mr. Iannitelli discussed the changes in this budget, which included maintenance repairs to Friendship Park. He stated that this park was built in 1995 and they are anticipating $11,000.00 in repairs of wear and tear.
He discussed the increase in vehicle repairs and how they already spent $2,000.00 and have four trucks being used all day throughout town. He also discussed how Equipment Hire went up to $30,000.00 from $20,000.00 due to large amount of trees that need work.

Other increases that Mr. Iannitelli discussed were Office Supplies. He is hoping to purchase an Ipad to use while on the road. He mentioned the increase in Fertilizer and how in the past he was able to supplement with money made from weddings in the park.

He discussed the increase in dues/meetings as he hopes to start attending more conferences.

Mr. Iannitelli also discussed the increase in Police details due to all the tree work.

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

Mr. Iannitelli presented budget 4940 (Tree Warden). Mr. Iannitelli discussed this budget.

Chairman Anderson if anyone had any questions regarding this budget.

Mr. Iannitelli exited the meeting at 8:15 PM.

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

Ms. Cheryl 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 8:20 PM.

Respectfully submitted,

Kristin E. Leahy, Secretary