

Approved May 30, 2013

Town of Wenham
Finance & Advisory Committee
Meeting of Monday, February 25, 2013
Wenham Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25 written notice posted by the Town Clerk and delivered to all Committee members, a meeting of the Finance & Advisory Committee was held on Monday, February 25, 2013, at 7 pm in the Selectmen's Meeting Room.

With a quorum present, Ms. Harrison called the Finance & Advisory Committee meeting to order at 6:35 pm.
Committee present: Catherine Harrison, Chair; Hilliard Ebling, Jeff Fotta, Michael Lucy, Kathryn Mansfield, Rick Quinn
Also Present: Bay State Consultant David Generaux; Catherine Tinsley, Minutes,
Highway Superintendent Bill Tyack; Selectman Whittaker

Public information
Agenda
FY14 Budget

Abbreviations used
FinCom Finance & Advisory Committee
BOS Board of Selectmen
FY Fiscal Year
ATM Annual Town Meeting
COLA Cost Of Living Adjustment

Report of the Chair

Review of the updated budget schedule

Meeting announcement: Wednesday February 27, 2013 – First on the agenda is a joint meeting with the BOS.
Mr. Andrews was out of the office today and was not expected to be at the meeting.

There is no Reserve Fund Transfer Request.

Minutes

There were no minutes presented for approval.

Fiscal Year 14 Budget

Budgets that were increased only because of the 1.5% COLA, were considered Level Funded.

141 Assessors: \$91,081 – Level Funded

Present: Steve Gasperoni, Principal Assessor

Mr. Gasperoni explained in detail the plan going forward to update the Town's online GIS, and mapping maintenance; this has not been done for three years. He went on to say, Wenham could join the State's GIS program with Cartographics; the State would pay the first \$5,000 for the GIS. This would save the Town \$1000 compared to an independent contractor.

Mr. Gasperoni identified that \$3200 remains the 2013 budget. It was agreed that at the end of FY13, he would encumber funding for the GIS/mapping maintenance.

VOTE: Mr. Lucy moved to approve the Assessing Department Budget for FY14 of \$91,081. Mr. Quinn seconded and the motion carried by majority vote with Ms. Mansfield abstaining, citing she was not present for the substantive information.

170 Permitting: \$69,885 – Level Funded

Present: Mary Crowley, Permitting Coordinator

The Planning Board, Zoning Board of Appeals, and Conservation Commission were consolidated into the Permitting budget, the budget also include the salaries for both the Permitting Coordinator and the Conservation Coordinator. Staffing hours were increased in the anticipation of Penguin Hall project starting; the permits for Penguin Hall will increase revenue to the Town.

VOTE: Mr. Lucy moved to approve the Permitting Budget for FY14 of \$69,885. Mr. Fotta seconded and the motion carried unanimously.

240 Permitting Inspectional Services - \$37,364

This includes the Building Inspector, Electrical Inspector, and Plumbing Inspector salaries.

This is a revenue positive budget.

VOTE: Mr. Quinn moved to approve the Permitting Inspectional Services Budget for FY14 of \$69,885. Mr. Lucy seconded and the motion carried unanimously.

198 Senior Center: \$13,500 - Increase

Included in the Senior Center Budget is \$3,500 for utilities for the building. The budget did not include capital requests.

Mr. Tyack explained that the building is grandfathered but is not in ADA compliance. Renovations need to be done to the bathroom in the next few years, and ADA compliant fixtures will be installed, and the door will be moved to allow for the required space. At the same time, the exterior ramp door of the building would be reversed to swing inward. The estimated total cost: \$8,000 - \$10,000.

The Committee discussed increasing the FY14 budget to include the ADA renovations, noting the importance for seniors to access and use the building.

Vote: Mr. Ebling moved to approve the Senior Center Budget for FY14 of \$13,500 to include the capital cost not to exceed \$10,000 for work to be done on the bathroom and exterior ramp door to be ADA compliant. Mr. Lucy seconded and the motion carried unanimously.

(Mr. Wilson arrived at 7:24 pm)

160 Town Hall: \$92,552 - Level Funded

This budget includes the Administrative Assistant Salary and expenses.

VOTE: Mr. Lucy moved to approve the Town Hall Budget for FY14 of \$92,552. Mr. Fotta seconded and the motion carried unanimously.

Refuse Collection – Deferred to February 27, 2013

Water Budget – Deferred to March 4, 2013

Information Technology – Deferred to February 27, 2013

199 Iron Rail: \$67,326 - Increase

Present: Ted Batchelder, Chair Iron Rail Commission; Highway Superintendent Bill Tyack

The Iron Rail Budget was deferred from the February 20, 2013 meeting.

Mr. Batchelder and Mr. Tyack clarified the capital priority as the Fire Alarm System, and the replacement/re-pitching of the flat section of the roof of the main building.

The estimated cost for the Fire alarm system repair/ replacement is \$6,000.

One estimate for the roof was \$15,000; additional estimates will be sought.

The FinCom cited the Iron Rail is an "enterprise fund" and needs to be maintained. The revenue from the Iron Rail leases is important to the Town. After further discussing the repairs with Mr. Batchelder and Mr. Tyack, the FinCom agreed to increase the budget for the two priority capital repairs.

It was noted that the revenue was down for 2012; one lease was reduced to "market rate".

Ms. Mansfield suggested the FinCom be proactive and recommend an architectural study be done, saying if a Master's program, e.g. at MIT, accepted the Iron Rail as their project, there would be no cost to the town for a plan to maximize the use of the property as a revenue source for the town.

VOTE: Mr. Lucy moved to amend the Iron Rail budget with the addition of \$21,000 for capital as specified, the fire alarm system, and the replacement of the flat roof. Ms. Mansfield seconded and the motion carried unanimously.

The estimated tax rate for the budgets approved to date is \$19.22.

Ms. Harrison reminded the FinCom there may need to be a meeting prior to March 13, 2013 to finalize the budget and or take positions on the financial warrant articles.

Mr. Andrews has been asked to provide a schedule for the final process of the budget, and deadlines for printing, and posting the warrant. The Warrant Hearing is Monday, April 1, 2013.

The School Committee voted an assessment of \$7,320,000 without Free Cash certification; a new assessment would be voted if Free Cash were certified before town meeting.

A general discussion of understanding ensued regarding the roll of the FinCom as an advisory committee, increasing revenue to the town and the overall budget process.

VOTE: Mr. Quinn moved to adjourn at 8:12 pm and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley

The Finance & Advisory "Ask" list:

2.25.13

1. It was agreed that at the end of FY13, the Assessors would encumber funding for the GIS/mapping maintenance.
2. The Committee discussed increasing the Senior Center FY14 budget to include the ADA renovations, noting the importance for seniors to access and use the building.
3. Ms. Mansfield suggested the FinCom be proactive and recommend an architectural study be done, saying if a Master's program, e.g. at MIT, accepted the Iron Rail as their project, there would be no cost to the town for a plan to maximize the use of the property as a revenue source for the town.

2.20.13

1. The Reserve Fund Transfer Form includes the remaining balance of the Reserve Fund and an updated Tracking Document
2. Mr. Andrews was asked to provide the salmon covered updated budget sheets be provided to the Department Heads
3. Parks Budget was deferred for additional information regarding the funding of the gate keepers position
4. FY15 Tree Warden Budget: includes more detail
5. Iron Rail: Mr. Andrews will work with Mr. Tyack to document, and update this line item for the FinCom.
6. The FinCom questioned the cost of the insurance for underground tanks at Iron Rail vs. above ground tanks
7. The FinCom requested a list of the debt by project with the principal and interest separated
8. Mr. Andrews was asked to have the BOS add this article to the 2013 Annual Town Meeting Warrant

2.16.13

1. Mr. Andrews was asked to provide the FinCom with projected savings (salary & benefits) of the Financial Director position and the contracted services.

2. The FinCom requested to continue to see the RECC budgets each year.
3. The FinCom requested data related to the cost of the supplies for the emergency shelter.
4. The FinCom requested for the Fire Station Budget be included in the Fire Operation Budget for FY15

2.11.13

Mr. Generaux was asked to include FY13 Water revenue as a side note in future revisions, to be used as a reference

Mr. Andrews:

1. Provide the FinCom with information of the actual money collected on delinquent tax titles with staff vs. collection agency including estimated cost, and amounts anticipated to be collected.
2. For a sense of additional expenses anticipated for FY13 for the next meeting.
3. If the Police shed (Capital) could be funded through the Town Hall/ Police Station building funds as part of the project when the shed was originally requested.
4. Market analysis (comprehensive job description) has been done and submitted to the FinCom
5. Be sure the Department Heads receive the updated, salmon colored budget papers

Bill Tyack:

1. Analysis of the pros and cons, and cost benefits on above ground fuel tanks be done for the FY15 budget.
2. Analysis of the Town's fleet for the next budget cycle

Police:

The Police Station Building Budget be rolled into the Operating Budget for FY15.