

Town of Wenham  
Finance & Advisory Committee  
Board of Selectmen  
Meeting of February 26, 2014  
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Committee/Board members, a meeting of the Finance & Advisory Committee and Board of Selectmen was held on Wednesday, February 26, 2014 at 6:30 PM in the Selectmen Chambers.

**1. Call Meeting to Order**

With quorums present the Wenham FAC and BOS meetings were called to order at 6:09 PM.

Finance Committee present: Michael Lucy, Chair; Jeff Fotta; Kevin Lech, Kathryn Mansfield; Rick Quinn

Not Present: Hilliard Ebling,

Selectmen present: Ken Whitaker, Chair; Patrick Wilson, Vice Chair; Jack Wilhelm, Clerk

Also present: Mark Andrews, Town Administrator; David Genereux, Finance Director; Catherine Tinsley, Minutes Secretary

Public information

Agenda

FY 2015 Budget -Draft

This meeting was recorded with permission by HWCAM.

Abbreviations used:

FC Finance Committee

BOS Board of Selectmen

FY Fiscal Year

**2. Approval of Minutes** – The February 19, 2014 minutes were held for review. No action was taken

**3. Town Administrator’s Report & Finance Director’s Report**

Mr. Andrews gave a brief update on the State Budget saying that there is an effort on Beacon Hill to increase state aid to cities and towns. Wenham receives about \$390,000 of operational funding in local aid. There is also a Transportation Bond Bill to make additional funds for two culverts and paving projects.

**4. FY 2015 Budget Discussion and Vote**

Regional Vocational School Superintendent Dan O’Connell and Business Manager Marie Znamierowski were present and gave an update on the new school district and the construction of the Regional Vocational High School in Danvers. He reported the construction of the new school is on schedule and on budget.

Wenham has seven students enrolled. Assessments are calculated on a per student basis of approximately \$23,000.

Mr. O’Connell explained that because this is a new school district, there are no previous budgets to draw figures from and the budget has not been finalized at this time. The tentative (total) budget is \$27,799,912.

He went on to summarize the budget, cost savings, and plans to increase revenue. He stated that funds “left over” in the Excess & Deficiency fund would be used to lower the assessment to the towns.

Wenham is carrying \$144,688 for tuition assessment and \$35,000 for debt. Mr. O’Connell committed to having the school’s budget figures to Wenham by March 7, 2014.

## Approved BOS/FC 3.7.14

The FinCom were provided a list of proposed changes to the FY15 Budget as discussed by Chairmen Lucy and Whittaker, Mr. Andrews, and Mr. Genereux. The goal of the FY 2015 is a tax rate of \$19.05. Reductions were made to the OPEB budget, Conservation Land account, and net from School Committee approved HWRSD Budget for a total of \$88,000. Increases were made to the DPW Street Paving Program, Purchase (vs lease) of 2015 pickup truck, Building and Grounds Capital, and the Town Clerk's Salary, for a total increase of 83,980.

The increase in the tax rate is 1%, which is the lowest in nine years.

Mr. Genereux noted that the refund from the HWRSD would be applied as a General Fund Receipt.

Mr. Andrews identified that a total of \$1.5 million would be distributed back to the towns; Wenham's share is approximately \$500,000. Because this is a one time give from FY 13, Mr. Andrews talked about setting aside a special stabilization fund to be used going forward for FY 15 & 16. He further explained that the Special Town Meeting is necessary to approve \$155,000 (of the \$500,000) to use in the current FY (2014).

## **FY 2015 Article 1**

**General Government:** Total Budget \$1,162,566

### **114 Moderator**

*Mr. Quinn moved, and it was seconded, to adopt the Moderator's budget at \$50. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Moderator's budget at \$50.00. The motion carried unanimously.*

### **122 Selectmen**

*Mr. Fotta moved, and it was seconded, to adopt the Selectmen's Budget of \$12,812. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Selectmen's Budget of \$12,812. The motion carried unanimously.*

### **123 Town Administrator**

*Ms. Mansfield moved, and it was seconded, to adopt the Town Administrator Budget of \$104,893. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Town Administrator Budget of \$104,893. The motion carried unanimously.*

### **131 Finance & Advisory Committee**

*Mr. Quinn moved, and it was seconded, to adopt the Finance & Advisory Budget of \$250. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Finance & Advisory Budget of \$250. The motion carried unanimously.*

### **132 Reserve Fund (MGL c.40, s.6)**

*Mr. Fotta moved, and it was seconded, to adopt the Reserve Fund Budget of \$150,000. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Reserve Fund Budget of \$150,000. The motion carried unanimously.*

### **135 Town Accountant**

*Mr. Fotta moved, and it was seconded, to adopt the Town Accountant's Budget of \$56,650. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Town Accountant's Budget of \$56,650. The motion carried unanimously.*

### **139 Municipal Audit**

*Ms. Mansfield moved, and it was seconded, to approve the Municipal Audit Budget of \$24,000. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to accept the Municipal Audit Budget of \$24,000. The motion carried unanimously.*

Approved BOS/FC 3.7.14

**141 Assessors**

*Mr. Fotta moved, and it was seconded, to adopt the Assessor's Budget of \$68,997. The motion carried unanimously.*  
*Mr. Wilson moved, and it was seconded, to approve the Assessor's Budget of \$68,997. The motion carried unanimously.*

**145 Finance Director, Treasurer/ Collector**

*Ms. Mansfield moved, and it was seconded, to adopt the Finance Director, Treasurer/ Collector Budget of \$140,367. The motion carried unanimously.*  
*Mr. Wilson moved, and it was seconded, to approve the Finance Director, Treasurer/ Collector Budget of \$140,367. The motion carried unanimously.*

**151 Town Counsel/ Legal**

*Mr. Fotta moved, and it was seconded, to adopt the Town Counsel / Legal Budget of \$21,000. The motion carried unanimously.*  
*Mr. Wilson moved, and it was seconded, to approve the Town Counsel / Legal Budget of \$21,000. The motion carried unanimously.*

**155 Information Technology**

*Mr. Fotta moved, and it was seconded, to adopt the Information Technology Budget of \$91,124. The motion carried unanimously.*  
*Mr. Wilson moved, and it was seconded, to approve the Information Technology Budget of \$91,124. The motion carried unanimously.*

**160 Town Hall**

*Mr. Quinn moved, and it was seconded, to adopt the Town Hall Budget of \$117,731. The motion carried unanimously.*  
*Mr. Wilson moved, and it was seconded, to approve the Town Hall Budget of \$117,731. The motion carried unanimously.*

**161 Town Clerk (including elections)**

*Ms. Mansfield moved, and it was seconded, to approve the Town Clerk Budget of \$68,375. Under discussion: Mr. Wilhelm questioned, and there was a brief discussion, that since the Town Clerk recently gave her notice to leave the position, if the budget is sufficient to provide interim coverage or assistance. If needed, a Reserve Fund Transfer or an interdepartmental transfer may be requested.*  
It was also noted that the budget included a raise for an experienced Town Clerk, but Mr. Wilhelm questioned if the salary is discretionary after a budget is approved.  
Selectman Wilson suggested an analysis of the Town Clerk position including hours and responsibilities be done at this time, observing that salaries vary according to population.  
*It was the consensus of the Finance Committee to hold the Town Clerk Budget.*  
*Mr. Wilson moved, and it was seconded, to hold the Town Clerk's Budget for additional information. The motion carried unanimously.*

**170 Permitting – Land Use**

*Mr. Fotta moved, and it was seconded, to adopt the Permitting Land Use Budget of \$75,519. The motion carried unanimously.*  
*Mr. Wilson moved, and it was seconded, to approve the Permitting Land Use Budget of \$75,519. The motion carried unanimously.*

**192 Building & Ground Maintenance**

*Mr. Quinn moved, and it was seconded, to adopt the Building & Ground Maintenance Budget of \$176,971. The motion carried unanimously.*  
*Mr. Wilson moved, and it was seconded, to approve the Building & Ground Maintenance Budget of \$176,971. The motion carried unanimously. Mr. Wilhelm was out of the room for this vote.*

**199 Iron Rail Property**

*Mr. Lech moved, and it was seconded, to adopt the Iron Rail Budget of \$51,827. The motion carried unanimously.*

Approved BOS/FC 3.7.14

*Mr. Wilson moved, and it was seconded, to approve the Iron Rail Budget of \$51,827. The motion carried unanimously.*

**Protection of Persons & Property:** Total Budget \$2,097,811

**210 Police**

*Mr. Fotta moved, and it was seconded, to adopt the Police Budget of \$1,296,582. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Police Budget of \$1,296,582. The motion carried unanimously.*

**220 Fire**

*Mr. Fotta moved, and it was seconded, to adopt the Fire Budget of \$741,323. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Fire Budget of \$741,323. The motion carried unanimously.*

**240 Permitting and Inspectional Service**

*Ms. Mansfield moved and it was seconded to adopt the Permitting and Inspectional Services Budget of \$38,057.*

*The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Permitting and Inspectional Services Budget of \$38,057.*

*The motion carried unanimously.*

**294 Tree Warden**

*Mr. Quinn moved, and it was seconded, to adopt the Tree Warden's Budget of \$21,849. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Tree Warden's Budget of \$21,849. The motion carried unanimously.*

**Schools;** Total Education \$779,0652 (estimated)

**310 HWRSD: Wenham Assessment**

*Mr. Fotta moved, and it was seconded, to adopt Wenham's Assessment of the Hamilton Wenham Regional School District Budget of \$7,338,512. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve Wenham's Assessment of the Hamilton Wenham Regional School District Budget of \$7,338,512. The motion carried unanimously.*

**315 Regional School District Debt**

*Mr. Fotta moved, and it was seconded, to adopt Wenham's share of the Regional School District Debt Budget of \$272,452. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve Wenham's share of the Regional School District Debt Budget of \$272,452. The motion carried unanimously.*

*It was noted that the reduction of debt is due to the Massachusetts School Board Authority reimbursement for capital work on the school buildings.*

**320 Regional Vocational School District**

Estimated place holder \$179688 (including interest on the new building of \$35,000)

No action was taken on the estimated budget.

**Department of Public Works:** Total Budget \$1,165,678

**422 Highway Department**

*Mr. Quinn moved, and it was seconded, to adopt the Highway Budget of \$752,102. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Highway Budget of \$752,102. The motion carried unanimously.*

**423 Snow Removal**

*Mr. Fotta moved, and it was seconded, to adopt the Snow Removal Budget of \$106,050. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Snow Removal Budget of \$106,050. The motion carried unanimously.*

Approved BOS/FC 3.7.14

**424 Street Lighting**

*Ms. Mansfield moved, and it was seconded, to adopt the Street Lighting Budget of \$47,947. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Street Lighting Budget of \$47,947. The motion carried unanimously.*

**433 Refuse Collection & Disposal**

*Mr. Lech moved, and it was seconded, to adopt the Refuse Collection & Disposal Budget of \$262,000. The motion carried unanimously.*

*Mr. Wilhelm moved, and it was seconded, to approve the Refuse Collection & Disposal Budget of \$262,000. The motion carried unanimously. Mr. Wilson was not present for this vote.*

**491 Cemetery (Expenditure Budget)**

*Ms. Mansfield moved, and it was seconded, to adopt the Cemetery Budget of \$7,579. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Cemetery Budget of \$7,579. The motion carried unanimously.*

**Health and Human Services** - Total Budget \$145,775

**510 Board of Health**

*Ms. Mansfield moved, and it was seconded, to adopt the Board of Health Budget of \$26,832. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Board of Health Budget of \$26,832. The motion carried unanimously.*

**541 Council on Aging**

*Mr. Quinn moved, and it was seconded, to adopt the Council on Aging budget of \$97,167. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Council on Aging budget of \$97,167. The motion carried unanimously.*

**543 Veteran's Benefits**

*Mr. Quinn moved, and it was seconded, to adopt the Veteran's Benefit Budget of \$21,766. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Veteran's Benefit Budget of \$21,766. The motion carried unanimously.*

**Culture and Recreation** – Total Budget \$896,269

**620 Joint Library** (This includes the 4 percent increase)

*Ms. Mansfield moved, and it was seconded, to adopt the Joint Library Budget of \$849,040. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Joint Library Budget of \$849,040. The motion carried unanimously.*

**640 Joint Recreation Department:** Wenham Assessment (34.4 %) \$57,431

The vote for 640 Joint Recreation Budget was held for updating at the request of Mr. Genereux. There was a brief discussion regarding the 10 percent administration fee in the budget that Wenham pays to Hamilton, as the administrative town should be reviewed to be the same as other administration fees.

The Budget was held. No action was taken.

**650 Parks & Recreation**

*Mr. Quinn moved, and it was seconded, to adopt the Parks Budget of \$9,929. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Parks Budget of \$9,929. The motion carried unanimously.*

Approved BOS/FC 3.7.14

**691 Historic District Commission**

*Ms. Mansfield moved, and it was seconded, to adopt the Historic District Commission Budget of \$200. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve Historic District Commission Budget of \$200. The motion carried unanimously.*

**Fixed Charges:** Total Budget \$1,273,218

**911 Essex County Regional Retirement Assessment**

*Mr. Quinn moved, and it was seconded, to adopt the Essex County Regional Retirement Assessment of \$516,203. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Essex County Regional Retirement Assessment of \$516,203. The motion carried unanimously.*

**914 Employee Benefits**

*Ms. Mansfield moved, and it was seconded, to adopt the Employee Benefit Budget of \$595,115. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Employee Benefit Budget of \$595,115. The motion carried unanimously.*

**916 FICA**

*Ms. Mansfield moved, and it was seconded, to adopt the FICA Budget of \$48,000. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the FICA Budget of \$48,000. The motion carried unanimously.*

**945 General Insurance**

*Mr. Fotta moved, and it was seconded, to adopt the General Insurance Budget of \$113,900. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the General Insurance Budget of \$113,900. The motion carried unanimously.*

**Town Debt** – Principal & Interest Total Budget \$611,714

**710 Principal**

*Mr. Fotta moved, and it was seconded, to adopt the Debt Principal Budget of \$458,000. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Town Debt Principal Budget of \$458,000. The motion carried unanimously.*

**751 Interest**

*Mr. Fotta moved, and it was seconded, to adopt the Interest Budget of \$153,714. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Interest Budget of \$153,714. The motion carried unanimously.*

**450 Water Fund**

*Mr. Fotta moved, and it was seconded, to adopt the Water Fund Budget of \$431,450. The motion carried unanimously.*

*Mr. Wilson moved, and it was seconded, to approve the Water Fund Budget of \$431,450. The motion carried unanimously.*

**5. Other Matters**

A joint meeting of the BOS and FAC was scheduled for Friday March 7, 2014 at 7 AM

**6. Adjournment**

*At 8:33 PM, Mr. Wilson moved the Selectmen adjourn and it was unanimous to do so.*

*At 8:33 PM, Ms. Mansfield moved the Finance Committee adjourn and it was unanimous to do so.*

Approved BOS/FC 3.7.14

Respectfully submitted by

Catherine Tinsley  
3.6.14