

Town of Williamsburg

Minutes of the Finance Committee Williamsburg Town Offices 21 February 2018

Members Present: Paul Wetzel, Linda Rowley, Richard Kisloski, Charles Dudek, Steven Romanowski, Gil Loud, Jacqueline Dufresne, Charlie Heath

Town Administrator, Charlene Nardi was also present during part of the meeting.
Member absent: Eric Cerreta

The meeting was called to order by co-chair Paul Wetzel at 5:05 p.m.

The Committee reviewed the budget request sheets from the Town departments. A summary of the requests, prepared by the Town Administrator, is attached to the minutes. The Committee will begin scheduling meetings with the various Town departments in the next month.

J. Dufresne and P. Wetzel reported the results of an operation budget analysis. The goal of the analysis was to find budget lines that were consistently over funded for the past three years. For fiscal years 2015—2017 the budgeted amount of money in each line of the operating budget was compared to the amount of money that was actually used each year. If the amount used in a budget line averaged below 80% of the budgeted amount, the line was reduced, usually about 5 to 20%. Twenty-two lines (out of 258) in the budget were reduced, totaling an estimated savings of \$21,840.

Co-chair P. Wetzel reported on two reserve transfer requests for the Meekins Library and the Town Administrator. These transfers were to be considered by the entire Committee at the February 7th meeting. However, when that meeting was cancelled, P. Wetzel signed the reserve transfer requests so that the Library and Town could pay their bills. The Library requested \$2,006.77 to cover lawn care not budgeted for but required because the task is no longer done by a volunteer and the work must be hired. There was also an unexpected elevator repair. The Town administrator requested \$705.41 to cover town attorney costs that are in excess of the amount budgeted due to court cases.

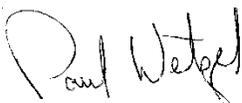
Terry Williams from the Department of Revenue will make a presentation on the budget process on Tuesday, 27 February 2018 at 5:30 pm at the Town Offices.

C. Dudek moved to accept the minutes of the meeting held 10 January 2018 with the Select Board (minutes written by Eleanor Warnock). L. Rowley seconded the motion. The motion passed unanimously.

The next meeting of the Finance Committee will be held 7 March at 5:00.

There being no further business before the Committee, S. Romanowski moved to adjourn the meeting and the motion was seconded by J. Dufresne. The motion passed unanimously and the meeting was adjourned at 6:15 p.m.

Respectfully submitted,



Summary of budget requests submitted for FY19 as of 21 February 2018
Prepared by Charlene Nardi

Below is a summary of submitted FY19 budgets. Please note the appointed official submissions have NOT been reviewed or approved by the Select Board. That will be done during this month when they meet with department heads to review and discuss. Please note and keep in mind that all of those are preliminary budgets and should not be taken for official consideration yet.

Elected Officials

Assessors:

- Salaries – level funded
- Labor – level funded
- Expenses – increase of \$5,000 for data conversion to the new valuation system (which replaces the abandoned CAMA) and for professional services
- Revaluation- level funded

Health

- Animal Inspector – level funded
- Board of Health salaries -level funded
- Expenses – level funded
- Public Health Nurse -level funded
- Transfer Station Labor – level funded
- Transfer Station Expenses – level funded
- Hilltown Resource Management- assessment increase of 1,686 (50% assessment based on population & 50% based on using tonnage)
- Foothills Health District- increase of \$5,787- to pay for health agent salary that was increased in part from FY17 to FY18 but *wasn't* reflected in our FY18 budget.

Library

- Director – level funded
- Labor – level funded
- Exp-Maintenance- increase of \$1,410 to cover building maintenance costs which include the loss of volunteer that did lawn maintenance
- Exp-Books & Supplies- increase of \$1,500 to cover state mandated material costs, which this year totaled \$28,505

Town Clerk- following up – no submission

Treasurer- following up – no submission

Submissions for departments under the Board of Selectmen - still to be reviewed, discussed and approved or changed - assume DRAFT

Capital Planning Committee

- Labor- reduced \$48
- Expenses – level funded

Collector – all budget lines level funded

Conservation Commission- all budget lines level funded

Council on Aging (Senior Center)- waiting for submission

Emergency Management Director- all budget lines level funded- still need to get Emergency Communications line.

Fire Department

- Fire Dept Salaries (Chief) – level funded
- Fire Dept. Labor- Increase of \$5,800 w / explanation
- Fire Dept Admin – level funded
- Fire Dept Expenses- increase of \$2,371.30 w / explanation

Highway – all budget lines level

funded Oliver Smith Will – level

funded Planning Board- level

funded

Police – all lines level funded

Select Board –

- Highland Operating Expense- **decrease** of \$5,653
- Highland Ambulance Debt vehicle- increase of \$8,027
- Highland Ambulance Debt building- increase \$492

Veterans- District budget meeting on Feb 27th