

Town of Williamsburg

Minutes of the Finance Committee Williamsburg Town Offices 18 April 2018

Members Present: Paul Wetzel, Charles Dudek (left at 5:30), Charlie Heath, Steven Romanowski, Gil Loud, Linda Rowley, Eric Cerreta

Member absent: Richard Kisloski, Jacqueline Dufresne

The meeting was called to order by co-chair Paul Wetzel at 5:03 p.m.

Minutes of the 4 April 2018 Finance Committee meeting were reviewed. E. Cerreta moved to approve the minutes with corrections. L. Rowley seconded the motion. The motion passed unanimously.

Much of this meeting was used to discuss the questions and answers that the Committee asked in their April 4th meeting.

Question: Check the stabilization and free cash numbers for accuracy.

Free Cash Amount = \$871,429 (Certified 12 October 2017)

Stabilization Amount = \$1,428,897 (Certified 30 June 2017)

Question: Ask Treasurer what the Treasurer's Labor Line money was used for.

The Treasurer enters all employees work / vacation hours, manages the employee's deductions and enrollments. Harper Payroll handles the Tax deposits, the Quarterly + Year End filings, and the printing of paychecks. The monthly average cost is about \$350, with payments at the end of the year for the W-2's and the ACA's 1095's.

The Treasurer also explained the changes in accounting software: *We switched after Softright (our previous provider) was bought out and the customer support became awful. The software was also showing its age, there hadn't been a significant update to it since Pete (previous Treasurer) switched to it in 2007. Another big reason was that Harper's integrated all the ACA filings into the payroll system so that we didn't have to create a separate database at the end of each year tracking everyone's health status.*

Question: Some members of the Committee asked that if the Treasurer subcontracted out payroll duties then shouldn't their salary line be reduced? The Treasurer's work load remains constant because the Treasurer now enters all cash deposits using the Cash Management software so that they can easily be reconciled with the Accountant.

Report to Committee: Budget lines selected for reduction were based on the results of a study comparing budgeted vs. actual spending for each line from fiscal years 2015 to 2018.

P. Wetzel wrote to all of the affected departments or committees, describing the study, listing the amount of the reduction and allowing each department or committee to contest the cut in the budget. Nearly all of the departments or committees accepted the line reductions. Many warned the Finance Committee that they may request a reserve transfer in the coming year.

Question: The local school budget included \$100,000 of school choice funds, resulting in an increase of \$26,781 increase over FY18. The Committee requested information on the amount of the school choice account for the last three years. Perhaps the school could add another \$10,000 of school choice funds to this year's budget.

No specific information was available at the time of the meeting.

Questions: The Committee wished to learn more about the library funds, which requested \$2,910 over FY18's request. How much of the Library's budget comes from Trust fund earnings? Why doesn't the Library spend all of the Trust fund earnings?

The total operating budget for the Library in FY18 was \$252,633. To fund that budget, funds come from multiple sources: the Town, the Friends of the Meekins Library, State Aid, Local Donations, the Local School to fund the school's library program, and various trust funds. These sources of funds are detailed in the table below.

Source of Funds	FY18 Amount (\$)	Percent of Total Budget
Town Appropriation	148,191	58.7
State Aid	7,793	3.1
Local School Library Program	10,322	4.1
Friends of Meekins (a non-profit group that tends to contribute to special library projects or programs)	8,400	3.3
Local Donations (overdue fines, copies, unsolicited donations)	35,889	14.2
Four Trust Funds	28,972	11.5
Annual Fund (solicited private donations)	13,065	5.2
Total	252,633	100

In FY18 the Trust Funds contributed \$28,972 or 11.5% of the total Library budget. However, discussions with Katie Krol, the Library Director, revealed that money from three of the funds is restricted to certain activities according to the donor's original intention. K. Krol also stated that the funds from one of the trusts were not available in FY19. She also stated that the process of deciding how to spend the trust money and getting the funds approved by the Trust Fund Commissioners was very time consuming. The Library is short staffed and spending trust money was not of immediate priority.

Question: Noted that the Town garage principle increased \$5,000 over last year's request. Why? This increase is a result of the bond schedule for the Highway Garage improvements. Payments (both principle and interest) on the bond will end in FY2023 and range from \$20,600 to \$22,800 in that time.

Question: Noted that the Building Inspector fees increased \$1,325 over last year's request. Why? The Town Administrator called the building inspector (shared with the City of Northampton) and was told that Northampton's mayor requested the increase in the inspector's budget.

Report to Committee: The Committee requested that the Chair determine the increase in the budget if salaries for Town employees were increased various amounts.

In the operating budget of FY18, the Town budgeted \$1,015,921 for non-school related salaries, about 13.9% of the operating budget. The FY19 budgeted amount is slightly lower, \$999,731, about 13.3% of the proposed operating budget. Every percent increase of the salary line increases the operating budget \$9,997.

There being no further business before the Committee, C. Dudek moved to adjourn the meeting and the motion was seconded by S. Romanowski. The motion passed unanimously and the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul Wetzel". The signature is written in a cursive style with a large, looped initial "P".

Paul R. Wetzel