

Town of Williamsburg

Minutes of the Finance Committee

Williamsburg Town Offices

2 May 2017

Members Present: Paul Wetzel, Linda Rowley, Richard Kisloski, Charles Dudek, Steven Romanowski, Charlie Heath, Chris Morris

Members absent: Eric Cerreta, Jacqueline Dufresne

Town Administrator, Charlene Nardi was also present.

The meeting was called to order by co-chair Paul Wetzel at 5:10 p.m.

The Committee reviewed the excess budget capacity guided by Proposition 2.5%. There was an excess capacity of \$133,515 of taxation in the budget as of this meeting.

A cost of living salary increase for non-contractual employees was discussed. C. Heath stated that increasing salaries by 1.5% would cost \$14,370. An increase of 1.5 or 2% was discussed. C. Morris moved to increase non-contractual employee salaries by 2%. L. Rowley seconded the motion. The motion passed unanimously.

Increases in the Library budget were discussed. The Library asked for \$5,550 in salary increases and \$1500 for supplies. C. Heath moved to strike the \$1,500 line and give the Library \$5,500 for salaries. L. Rowley seconded the motion. P. Wetzel and S. Romanowski opposed the motion; the remaining members supported the motion. The motion passed.

The Committee reviewed the salary survey compiled by the Town Administrator to determine if certain positions were greatly different from other towns of similar size. In the survey, the Committee considered the median rates of pay compiled from these towns. If a Town position pay rate was 5% less than the median rate of the survey for the same position, the Committee decided that position's pay rate should be raised. For FY18, the Committee approved applying 50% of the amount identified by the salary survey. The cost of this increase is calculated as \$8,941, prior to the 2% COLA increase. It was noted that the salary survey change will be applied before the 2% cost of living increase. S. Romanowski moved to implement this salary change; R. Kisloski seconded the motion. The motion passed unanimously.

The Town Administrator (Charlene Nardi) requested that the Committee make a reserve fund transfer of \$7,285 for payment of legal services. C. Morris made a motion to transfer the amount; C. Heath seconded the motion. The motion passed unanimously.

Kathleen Krol, Library Director, requested that the Committee make a reserve fund transfer of \$1,894 for library maintenance. C. Morris made a motion to transfer the amount; L. Rowley seconded the motion. The motion passed unanimously.

P. Wetzel suggested that the Committee host a "Budget Forum" or "Budget Discussion" before Town meeting. Tuesday, 23 May at 7:00 was suggested. Location to be determined.

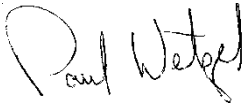
Minutes from the meeting held 12 April 2017 were reviewed. R. Kisloski moved to approve the minutes; L. Rowley seconded the motion. The motion passed unanimously.

The next meeting of the Finance Committee is **Wednesday, 10 May 2017 at 5:00**. The Committee will review the draft Town Meeting warrant.

The Committee approved applying a total of \$218,000 of free cash to the budget, increasing the amount approved last year by \$28,000, in order to smooth out our short term capital spending from taxation. The total amount consisted of \$53,000 for the 1st year cost of the new fire truck loan, \$105,000 to smooth out a spike in school debt, and \$60,000 for reserve transfers. There was discussion of increasing free cash spending an additional \$25,000, but concerns were raised about how this larger free cash expenditure could impact later year budgets in light of the safety complex and potential need for an override for the operating budget, so the smaller amount was moved by C. Heath; motion seconded by C. Morris. The motion passed unanimously.

There being no further business before the Committee, C. Morris moved to adjourn the meeting and the motion was seconded by L. Rowley. The motion passed unanimously and the meeting was adjourned at 6:55 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul Wetzel". The signature is written in a cursive, flowing style.

Paul R. Wetzel