

Town of Williamsburg

Minutes of the Finance Committee Williamsburg Town Offices 10 May 2017

Members Present: Paul Wetzel, Richard Kisloski, Charles Dudek, Charlie Heath, Jacqueline Dufresne

Members absent: Eric Cerreta, Chris Morris, Steven Romanowski, Linda Rowley

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 a draft memo to the Select Board discussing recent actions of the Finance Committee (attached). The Committee discussed exactly what positions would have their salaries adjusted.

The Town Administrator (Charlene Nardi) requested that the Committee make a reserve fund transfer of \$2,541.00 for payment of the Town computer service. C. Dudek made a motion to transfer the amount; R. Kisloski seconded the motion. The motion passed unanimously.

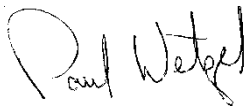
A public "Budget Discussion" will be hosted by the Committee on Tuesday, 23 May at 7:00 at the Ann T. Dunphy school. The content of that meeting was discussed. Topics will include the budget sheets, capital plan (for 5 years), why the budget increased this year, and the effect of the public safety complex on the budget, and the articles on the Town warrant.

Minutes from the meeting held 2 May 2017 were reviewed. R. Kisloski moved to approve the minutes with corrections; C. Dudek seconded the motion. The motion passed; J. Dufresne abstained.

The next meeting of the Finance Committee is **Wednesday, 17 May 2017 at 5:00**. The Committee will review the draft Town Meeting warrant and discuss contents of the letter to the Town.

There being no further business before the Committee, C. Dudek moved to adjourn the meeting and the motion was seconded by R. Kisloski. The motion passed unanimously and the meeting was adjourned at 6:00 p.m.

Respectfully submitted,



Paul R. Wetzel

To: Williamsburg Select Board
From: Williamsburg Finance Committee
Date: 10 May 2017
Re: Budget decisions by Finance Committee

Free Cash

The Finance 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 approved.

Employee Salaries

The finance committee approved a 2% cost of living salary increase for town employees, an increase felt to be in line with what neighboring towns are doing.

In addition to the cost of living increase, the finance committee reviewed the salary survey compiled by the Town Administrator. In the survey, the Committee considered the median rates of pay compiled from surrounding towns of similar size. 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 \$8,941.04, prior to the 2% COLA increase. Note that this salary survey change will be applied before the 2% cost of living increase.