

# **Town of Williamsburg**

## **Minutes of the Finance Committee**

Williamsburg Town Offices

11 May 2016

Members Present: Paul Wetzel, Jacqueline Dufresne, Charles Dudek (left at 7:00), Charlie Heath, Steven Romanowski, Richard Kisloski

Members Absent: Chris Morris, Linda Rowley, Eric Cerreta

David Mathers, Select Board Member and Charlene Nardi, Town Administrator were also present.

The meeting was called to order by co-chair Paul Wetzel at 6:33 p.m.

Minutes from the meeting held 27 April 2016 were reviewed. J. Dufresne moved to approve the minutes as corrected; C. Dudek seconded the motion. R. Kisloski abstained; the remaining members voted for the motion.

Each person present was given the current Town budget as compiled by Charlie Heath and Charlene Nardi. The document contained the following columns: FY15 Actual Expenditures, FY16 Finance Committee Recommendations, FY17 Department Requests, and FY17 Department Amended. The last column presented the department requests after the departments reduced their FY17 requests upon request from the Committee.

A draft copy (dated 5-5-16) of the Town Meeting warrant was also distributed to each person.

The Committee went through the budget line by line and discussed the amendments, past changes and amounts on each line. Paul Wetzel noted that a number of line items were funded each year, but not spent. Examples included Town Moderator salary, Finance Committee Chair and Secretary salaries, Public Health Nurse salary, American with Disabilities Expenses. P. Wetzel suggested that these budget lines be deleted. C. Heath and C. Nardi said that it was better that the lines remain so that the budget does not jump dramatically if these lines get used in the future.

C. Heath noted that on a percentage basis, the Human Services portion of the budget increased 116% from 2009 to 2015. The Select Board reviewed the budgets in the Human Services section (which consists of the Board of Health, Council on Aging, and Veterans Services) and approved a FY17 budget of \$141,059. C. Heath moved that the Committee vote that the Human Services budget approved by the Select Board is reasonable for the services required by the Town. R. Kisloski seconded the motion. The motion passed unanimously.

It was noted that the Transfer Station Labor FY17 request of \$24,128 was \$1,056 greater than requested. C. Heath moved to amend the Transfer Station Labor FY17 request to \$23,072. J. Dufresne seconded the motion. The motion passed unanimously.

C. Heath moved to set the Finance Committee recommended amounts for the entire budget as corrected. R. Kisloski seconded the motion. The motion passed unanimously.

The Committee discussed salary raises for salaried and stipended employees. It was noted that the teacher's contract raised salaries 2.5% in FY17. It was also noted that employee raises in the past several years have ranged from 1 to 2%. J. Dufresne moved to increase the salary for salaried and stipend employees 2%. R. Kisloski seconded the motion. The motion passed unanimously.

The articles of the Town warrant will be voted on by the Committee at the May 18<sup>th</sup> meeting. However, Article 7 which states, "To see if the town will vote to raise and appropriate or transfer from available funds a sum for the Stabilization Fund and determine whether said sum shall be raised by taxation, taken from available funds, or take any other action relative thereto." was found to not be relevant for this year. It was determined that the stabilization fund was high enough and any extra money in the budget would be put into free cash. J. Dufresne moved that article 7 be removed from the Town meeting warrant and that no money is budgeted to be transferred to the stabilization fund or free cash fund. R. Kisloski seconded the motion. The motion passed unanimously.

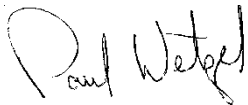
At the last meeting, P. Wetzel noted that the Debt Service expenditures which are primarily related to the new local school are structured to be fairly high in the first 8 years and then gradually decline over the following 12 years. The Town is about half way through the period of the highest debt service which will decline by about \$125,000 in FY 2021. Paul proposed spending about \$130,000 from free cash to lessen the impact of the local school debt service on the annual budgets. The additional \$5,000 over the \$125,000 was proposed to cover the budget lines that were funded but not generally used. The Committee reviewed how much money was currently in free cash (currently \$594,419.25) and how much free cash could be spent if all articles requesting funding at Town meeting (\$70,899) were approved. It was noted that money from free cash for the new fire truck would not be needed in a year. It was determined that enough funds were available in free cash to support all of the anticipated requests. J. Dufresne moved that \$130,000 be used to abate the local school debt service increase this year. S. Romanowski seconded the motion. The motion passed unanimously.

The Town Administrator requested that the Committee make a reserve fund transfer of \$6700.00 for attorney costs to the Town for April, May, and June. The amount of the request was expected to be a slightly high estimate. J. Dufresne moved to approve the transfer. S. Romanowski seconded the motion. The motion passed unanimously.

**The next meeting of the Finance Committee will be held on 18 May 2016 at 6:30 p.m.**

There being no further business before the Committee, P. Wetzel moved to adjourn the meeting and the motion was seconded by S. Romanowski. The motion passed unanimously and the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Paul Wetzel". The signature is written in a cursive, flowing style.

Paul R. Wetzel