

# Town of Williamsburg

## Minutes of the Finance Committee Williamsburg Town Offices 8 May 2019

Members Present: Paul Wetzel, Jacqueline Dufresne, Gil Loud, Charles Dudek, Richard Kisloski, Linda Rowley (arrived at 6:00), Linda Kisloski  
Members Absent: Charlie Heath, Eric Cerreta

Charlene Nardi, Town Administrator was also present.

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

The Committee discussed the capital plan reviewing the proposed capital expenditures and the years those expenses are estimated to occur. G. Loud moved to accept the capital plan. L. Kisloski seconded the motion. The motion passed unanimously.

The Town FY20 proposed operating Town budget was \$8,073,131 with \$310,000 from Free Cash to support the budget [\$250,000 to fund the annual budget and \$60,000 for the reserve transfer fund]. This is an increase of 7.1% in the operating budget over the FY19 budget. The proposed FY20 budget increase is \$534,322. The major items that contributed to this increase were \$371,995 for Education assessments (\$15,428 for local school; \$146,727 for regional school; \$209,840 for Smith Vocational School) and \$59,930 Town employee health insurance & Hampshire County Retirement for a total of \$413,925.

The remaining changes in the budget (\$102,397) were distributed relatively equally throughout. The road maintenance budget was increased \$19,537 to augment state funds to more fully fund predicted road maintenance over the next five years. After a decrease in FY19, Police department labor was increased \$18,472 to make a part time position into a full time position. Transfer station expenses also increased \$17,564 although these funds will be covered with user fees. The budget was passed (see Article 9 in table below).

The Committee reviewed the Town warrant articles and voted on those articles that concerned spending money. The following decisions were made about the relevant Town warrant articles.

Article Number	Article	Finance Committee Decision
2	<b>To see if the Town will vote</b> to raise and appropriate or transfer from available funds the sum of \$12.58 to reimburse Board of Selectmen's Petty Cash for three postal receipts in <b>Fiscal Year 2018 (FY18)</b> , or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: P. Wetzel Seconded: L. Rowley The motion passed unanimously.
3	<b>To see if the Town will vote</b> to raise and appropriate or transfer from available funds the sum of \$1,195.65, the amount received by the Town in Fiscal Year 2018 and put in the General Fund in error, to the MIIA Grant Line, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: J. Dufresne Seconded: L. Kisloski The motion passed unanimously.
7	<b>To see if the Town will vote</b> to approve a Capital Improvement Plan, as prepared by the Capital Planning Committee and approved by the Finance Committee, including recommended capital improvements for the following five fiscal years, or take any other action relative thereto.	Recommended by the Finance Committee. Moved: G. Loud Seconded: L. Kisloski The motion passed unanimously.
8	<b>To see if the Town will vote</b> to raise and appropriate or transfer from available funds the sum of \$9,473.64, an amount equal to one-half of the amount received by the Town as Medicaid reimbursements in FY2018, to the Williamsburg School Department, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: C. Dudek Seconded: R. Kisloski The motion passed unanimously.

9	<b>To see if the Town will vote</b> to fix the salary and compensation of all elected and appointed officers of the Town for the twelve month period ending June 30, 2020, as provided in M.G.L. c.41, §108, as amended, and to see if the Town will vote to raise and appropriate such sums of money as shall be deemed necessary to defray the expenses of the Town for that same period, or take any other action relative thereto.	Recommended by the Finance Committee. Moved: L. Rowley Seconded: C. Dudek The motion passed unanimously.
10	<b>To see if the Town will vote</b> to accept monies from the Massachusetts Department of Transportation, including but not limited to Chapter 90 funds, for the maintenance and reconstruction of Town roads and bridges, and to authorize expenditure of the same without further appropriation, or take any other action relative thereto.	Recommended by the Finance Committee. Moved: J. Dufresne Seconded: R. Kisloski The motion passed unanimously.
12	<b>To see if the Town will vote</b> pursuant to M.G.L. c.44, §54E½, as most recently amended, to set Fiscal Year 2020 spending limits for the Revolving Funds as follows, or take any other action relative thereto.	Recommended by the Finance Committee. Moved: C. Dudek Seconded: J. Dufresne The motion passed unanimously.
16	<b>To see if the Town will vote</b> to raise and appropriate or transfer from available funds the sum of \$1,000 for the purpose of upgrading and installing a Voice Over Internet Protocol (VOIP) phone system, and any other incidental and related expenses, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: J. Dufresne Seconded: R. Kisloski The motion passed unanimously.
17	<b>To see if the Town will vote</b> to raise and appropriate or transfer from available funds the sum of \$3,000 for planning and coordinating the Town's 250 <sup>th</sup> Anniversary celebration to take place in the year 2021, and any other incidental and related expenses, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: J. Dufresne Seconded: C. Dudek The motion passed unanimously.
18	<b>To see if the Town will vote</b> to raise and appropriate or transfer from available funds the sum of \$2,500 for the purposes of upgrading the Town's Firewall, and any other incidental and related expenses, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: L. Kisloski Seconded: R. Kisloski The motion passed unanimously.
19	<b>To see if the Town will vote</b> to raise and appropriate or transfer from available funds the sum of \$9,000 for removal and maintenance of Town shade trees, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: J. Dufresne Seconded: R. Kisloski The motion passed unanimously.
20	<b>To see if the Town will vote</b> to raise and appropriate or transfer from available funds the sum of \$200 for replacement and maintenance of flags and brackets along Route 9, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: R. Kisloski Seconded: G. Loud The motion passed—Yes— C. Dudek, L. Kisloski, R. Kisloski, L. Rowley, G. Loud and P. Wetzel No— J. Dufresne.
21	<b>To see if the Town will vote</b> to raise and appropriate or transfer from available funds the sum of \$5,000 for Police Department training and gear, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: J. Dufresne Seconded: C. Dudek The motion passed unanimously.
22	<b>To see if the Town will vote</b> to raise and appropriate or transfer from available funds the sum of \$10,209, the Town's Match to an Assistance Fire Grant, to purchase and equip a Brush Truck, and any other incidental and related expenses, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: J. Dufresne Seconded: R. Kisloski The motion passed unanimously.
23	<b>To see if the Town will vote</b> to raise and appropriate or transfer from available funds the sum of \$2,075, the Town's Match to an Assistance Fire Grant, to purchase a Fill Station, and any other incidental and related expenses, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: J. Dufresne Seconded: C. Dudek The motion passed unanimously.
24	<b>To see if the Town will vote</b> to transfer from Free Cash the sum of \$150,000 to the Stabilization Fund, or take any other action relative thereto.	Recommended by the Finance Committee with funds from Free Cash. Moved: J. Dufresne Seconded: C. Dudek The motion passed unanimously.

Fire Chief Jason Connell requested a reserve transfer of \$1,500 to the Fire Department Expenses line for unanticipated truck repairs. J. Dufresne moved to approve the transfer. C. Dudek seconded the motion. The motion passed unanimously.

The Committee requested that P. Wetzel write a budget cover letter for the FY20 Town budget. The letter should highlight large budget increases, use of free cash to support the budget, and the

movement of free cash into the stabilization fund. J. Dufresne moved to have P. Wetzel write the budget cover letter. L. Rowley seconded the motion. The motion passed unanimously.

Schedule for passing out Town meeting warrants at the transfer station:

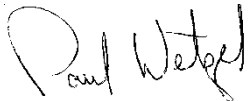
Wednesday, 29 May 2019	9-11:00 11-1:00 1-3:00	R. and L. Kisloski E. Cerreta J. Dufresne
Saturday, 1 June 2019	9-11:00 11-1:00 1-3:00	C. Nardi P. Wetzel P. Wetzel

Minutes from the meeting held 9 May 2018 were reviewed. J. Dufresne moved to approve the minutes as corrected; R. Kisloski seconded the motion. L. Rowley abstained; the remaining members voted for the motion.

**The next meeting of the Finance Committee will be held on 3 June 2019 at 6:30 p.m. at the Dunphy school.**

There being no further business before the Committee, L. Kisloski moved to adjourn the meeting and the motion was seconded by R. Kisloski. The motion passed unanimously and the meeting was adjourned at 6:41 p.m.

Respectfully submitted,



Paul R. Wetzel

**TOWN OF WILLIAMSBURG BUDGET**

**FISCAL YEAR 2020**

6/30/17 STABILIZATION FUND = \$ 1,428,897

ACCT NBR	ACCOUNT NAME	FY 19 EXPENSE	FY 20 REQUEST	FY20 FC RECMDS	FY20 REQUEST W/ SALARY CHGE	% CHG	\$ CHG
114	MODERATOR	339	339	339	346	2.0%	7
122	SELECT BOARD SALARIES	9,470	9,470	9,470	9,659	2.0%	190
122	SELECT BOARD EXPENSES	3,750	3,750	3,750	3,750	0.0%	0
123	TOWN ADMINISTRATOR SALARY	67,994	67,993	67,993	69,353	2.0%	1,359
123	TOWN ADMIN ASSISTANT	16,417	16,417	16,417	16,745	2.0%	328
123	TOWN ADMIN EXPENSES	750	750	750	750	0.0%	0
130	CAPITAL PLANNING SALARIES	306	0	0	0	-100.0%	(306)
130	CAPITAL PLANNING EXPENSES	75	75	75	75	0.0%	0
131	FINANCE COMMITTEE SALARIES	4,280	3,804	3,804	3,880	-9.3%	(400)
131	FINANCE COM SECRETARY	0	0	0	0	0.0%	0
131	FINANCE COMMITTEE EXPENSES	500	500	500	500	0.0%	0
132	RESERVE FUND	60,000	60,000	60,000	60,000	0.0%	0
135	ACCOUNTANT LABOR	29,439	30,880	30,880	30,880	4.9%	1,441
135	ACCOUNTANT EXPENSES	150	150	150	150	0.0%	0
135	ACCOUNTING SOFTWARE	750	750	750	750	0.0%	0
135	AUDIT SERVICES	14,500	17,000	17,000	17,000	17.2%	2,500
141	ASSESSORS SALARIES	9,470	9,470	9,470	9,659	2.0%	190
141	ASSESSORS LABOR	13,219	13,219	13,219	13,483	2.0%	264
141	ASSESSORS EXPENSES	19,200	19,200	19,200	19,200	0.0%	0
142	ASSESSORS REVALUATION	7,500	7,500	7,500	7,500	0.0%	0
145	TREASURER SALARY	22,954	22,954	22,954	23,413	2.0%	459
145	TREASURER ADDITIONAL SALARY	1,000	1,000	1,000	1,000	0.0%	0
145	TREASURER'S ASSISTANT	6,096	6,096	6,096	6,218	2.0%	122
145	TREASURER EXPENSES	4,720	4,720	4,720	4,720	0.0%	0
145	TREASURER SOFTWARE	8,400	9,600	9,600	9,600	14.3%	1,200
145	OPEB Reval	0	3,000	3,000	3,000	100.0%	3,000
145	OPEB Trust	1,000	1,000	1,000	1,000	0.0%	0
146	COLLECTOR SALARY	31,047	44,022	44,022	44,902	44.6%	13,856
146	COLLECTOR ADD'L SALARY	1,000	1,000	1,000	1,000	0.0%	0
146	COLLECTOR EXPENSES	7,992	7,992	7,992	7,992	0.0%	0
146	DEPUTY COLLECTOR EXPENSES	1,700	1,700	1,700	1,700	0.0%	0
146	TAX TITLE EXPENSES	1,549	1,549	1,549	1,549	100.0%	(0)
149	OLIVER SMITH TRUSTEE	37	37	37	38	2.8%	1
151	TOWN LEGAL COUNSEL	20,000	20,000	15,000	15,000	-25.0%	(5,000)
159	ADVERTISING	1,200	1,200	1,200	1,200	0.0%	0
159	ENERGY COMMITTEE	250	250	250	250	0.0%	0
160	CONSTABLE SALARY	453	453	453	462	2.0%	9
160	CONSTABLE ELECTIONS	0	0	0	0	0.0%	0
161	CLERK SALARY	21,384	21,384	21,384	21,812	2.0%	427
161	CLERK'S ASSISTANT	2,441	2,441	2,441	2,490	2.0%	49
161	CLERK'S EXPENSES	1,700	1,700	1,700	1,700	0.0%	0
161	CLERK'S SOFTWARE	500	500	500	500	0.0%	0
162	ELECTIONS/REGISTRATION	9,500	9,500	9,500	9,500	0.0%	0
164	STREET LISTING	1,450	1,450	1,450	1,450	0.0%	0

ACCT NBR	ACCOUNT NAME	FY 19 EXPENSE	FY 20 REQUEST	FY20 FC RECMDS	FY20 REQUEST W/ SALARY CHGE	% CHG	\$ CHG
171	CONSERVATION COMMISSION	2,029	2,029	2,029	2,070	2.0%	41
171	CONSERVATION COM EXPENSES	3,025	3,025	3,025	3,025	0.0%	0
175	PLANNING BOARD EXPENSES	519	750	750	750	44.5%	231
176	BOARD OF APPEALS EXPENSES	600	600	600	600	0.0%	0
192	CUSTODIAN LABOR	12,115	12,115	12,115	12,357	2.0%	243
192	BUILDING SUPERVISOR SALARY	7,356	9,356	9,356	9,543	29.7%	2,187
192	TOWN BLDGS & GROUNDS	35,275	35,275	35,275	35,275	0.0%	0
192	TOWN OFFICE EXPENSE	2,500	2,500	2,500	2,500	0.0%	0
192	TOWN OFFICE INTERNET SERV.	5,159	6,204	6,204	6,204	20.3%	1,045
192	TOWN TELEPHONE	8,068	8,228	8,228	8,228	2.0%	160
192	COPIER MAINTENANCE	2,835	2,835	2,835	2,835	0.0%	0
192	TOWN HEATING FUEL	44,492	44,492	44,492	44,492	0.0%	0
192	TOWN ELECTRIC	25,500	25,500	25,500	25,500	0.0%	0
192	TOWN COMPUTER SERVICE	24,289	25,895	25,895	25,895	6.6%	1,606
192	TECHNOLOGY UPGRADES	5,000	5,000	5,000	5,000	0.0%	0
192	TOWN BUILDING REPAIRS	20,000	18,000	18,000	18,000	-10.0%	(2,000)
192	DOCUMENT STORAGE CONTRACT	2,100	2,100	2,100	2,100	0.0%	0
195	TOWN REPORT	1,900	1,900	1,900	1,900	0.0%	0
	<b>GENL GOVERNMENT TOTAL</b>	<b>607,242</b>	<b>630,619</b>	<b>625,619</b>	<b>630,451</b>	<b>3.8%</b>	<b>23,209</b>
210	POLICE CHIEF SALARY	68,751	68,751	68,751	70,126	2.0%	1,375
210	POLICE DEPT LABOR	118,320	134,110	134,110	136,792	15.6%	18,472
210	POLICE DEPT EXPENSES	24,626	24,626	24,626	24,626	0.0%	0
210	POLICE RECORDS SOFTWARE	5,500	8,035	8,035	8,035	46.1%	2,535
220	FIRE DEPT CHIEF SALARY	24,671	24,671	24,671	25,164	2.0%	494
220	FIRE DEPT LABOR	22,513	22,513	22,513	22,963	2.0%	450
220	FIRE DEPT ADMIN ASST	5,379	5,379	5,379	5,487	2.0%	107
220	FIRE DEPT TRAINING	13,268	13,268	13,268	13,268	0.0%	0
220	FIRE DEPT EXPENSES	29,872	33,147	33,147	33,147	11.0%	3,275
231	AMBULANCE SERVICE	102,538	101,504	101,504	101,504	-1.0%	(1,034)
232	EMER MANAGMT DIR SALARY	1,218	1,218	1,218	1,242	2.0%	24
232	EMER MANAGMT DEPUTY	567	567	567	578	2.0%	11
232	EMER MANAGMT EXPENSES	3,750	3,750	3,750	3,750	0.0%	0
232	EMER COMMUNICATIONS	486	486	486	486	0.0%	0
294	TREE REMOVAL/PLANTING	7,000	7,000	7,000	7,000	0.0%	0
	<b>PUBLIC SAFETY TOTAL</b>	<b>428,460</b>	<b>449,025</b>	<b>449,025</b>	<b>454,169</b>	<b>6.0%</b>	<b>25,709</b>
310	LOCAL SCHOOL COMM SALARIES	1,698	1,698	1,698	1,732	2.0%	34
	LOCAL SCHOOL BUDGET						
310	(+\$100,000 school choice in FY19)	2,093,251	2,108,679	2,108,679	2,108,679	0.7%	15,428
310	REGIONAL SCHOOL ASSESSMENT	1,407,726	1,554,453	1,554,453	1,554,453	10.4%	146,727
310	VOCATIONAL TUITION	364,045	572,682	572,682	572,682	57.3%	208,637
310	VOCATIONAL TRANSPORT	38,882	40,085	40,085	40,085	3.1%	1,203
	<b>EDUCATION TOTAL</b>	<b>3,905,602</b>	<b>4,277,597</b>	<b>4,277,597</b>	<b>4,277,631</b>	<b>9.5%</b>	<b>372,029</b>

ACCT NBR	ACCOUNT NAME	FY 19 EXPENSE	FY 20 REQUEST	FY20 FC RECMDS	FY20 REQUEST w/ SALARY CHGE	% CHG	\$ CHG
422	HIGHWAY SUPERINTENDENT SAL	63,963	63,963	63,963	65,242	2.0%	1,279
422	HIGHWAY LABOR	157,949	157,949	157,949	161,108	2.0%	3,159
422	HIGHWAY ROAD MAINTENANCE	65,463	85,000	85,000	85,000	29.8%	19,537
422	HIGHWAY GARAGE/EQUIP MAINT.	36,641	41,641	41,641	41,641	13.6%	5,000
422	VEHICLE FUEL	35,000	35,000	35,000	35,000	0.0%	0
	HIGHWAY SURPLUS & SAFETY						
422	EQUIP	3,000	3,000	3,000	3,000	0.0%	0
422	INVASIVE SPECIES ERADICATION	1,000	1,500	1,500	1,500	50.0%	500
422	SIDEWALK CONSTRUCTION	5,000	5,000	5,000	5,000	0.0%	0
423	WINTER OVERTIME	15,235	15,235	15,235	15,235	0.0%	0
423	WINTER EXPENSES	72,500	72,500	72,500	72,500	0.0%	0
424	STREET LIGHTING	11,432	16,432	13,432	13,432	17.5%	2,000
433	TRANSFER STATION SALARIES	29,211	30,956	30,956	31,575	8.1%	2,364
433	TRANSFER STATION EXPENSES	71,000	86,200	86,200	86,200	21.4%	15,200
491	CEMETERY COMMISSION	1,000	1,000	1,000	1,000	0.0%	0
	<b>PUBLIC WORKS TOTAL</b>	<b>568,394</b>	<b>615,376</b>	<b>612,376</b>	<b>617,433</b>	<b>8.6%</b>	<b>49,040</b>
247	ANIMAL INSPECTOR	1,248	1,248	1,248	1,273	2.0%	24
510	BOARD OF HEALTH SALARIES	4,178	4,178	4,178	4,262	2.0%	84
510	BOARD OF HEALTH EXPENSES	1,050	1,050	1,050	1,050	0.0%	0
	PUBLIC HEALTH EMERGENCY &						
510	TRAINING (formerly Public Nurse)	1,550	1,550	1,550	1,550	0.0%	0
541	COUNCIL ON AGING--DIRECTOR	29,123	29,123	29,123	29,705	2.0%	582
541	COA--STAFF LABOR	35,390	12,479	12,479	12,729	-64.0%	(22,661)
541	COA--MEAL SITE STAFFING	0	9,860	9,860	10,057	100.0%	10,057
541	COA--ADMIN ASSIST	0	13,051	13,051	13,312	100.0%	13,312
541	COA--EXPENSES	3,718	3,718	3,718	3,718	0.0%	0
541	COA--HEN PROGRAM	3,500	4,000	4,000	4,000	14.3%	500
543	VETERANS EXPENSES	10,805	11,222	11,222	11,222	3.9%	417
543	VETERANS BENEFITS	40,618	42,618	42,618	42,618	4.9%	2,000
549	AMERICAN'S w/DISABILITIES	400	400	400	400	0.0%	0
	<b>HEALTH / HUMAN SERVICES TOTAL</b>	<b>131,580</b>	<b>134,497</b>	<b>134,497</b>	<b>135,896</b>	<b>3.3%</b>	<b>4,315</b>
610	LIBRARY DIRECTOR	48,949	48,949	48,949	49,928	2.0%	979
610	LIBRARY LABOR	84,767	84,767	84,767	86,462	2.0%	1,695
610	LIBRARY MAINTENANCE	15,000	15,000	15,000	15,000	0.0%	0
610	LIBRARY BOOKS & SUPPLIES	3,000	3,000	3,000	3,000	0.0%	0
630	RECREATION	4,268	4,268	4,268	4,268	0.0%	0
630	ATHLETIC FIELDS	5,000	5,000	5,000	5,000	0.0%	0
630	WOODLAND TRAILS COMMITTEE	500	500	500	500	0.0%	0
691	HISTORICAL COMMISSION	500	500	500	500	0.0%	0
699	VETERANS RECOGNITION	500	500	500	500	0.0%	0
	<b>CULTURE / RECREATION TOTAL</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>165,158</b>	<b>1.6%</b>	<b>2,675</b>

