

Finance Committee Meeting
Thayer Memorial Library – Trustee Room
February 29, 2016
6:00 pm

Present: Jay Riley (JR), Susan Thompson (ST), Michelle Vasquez (MV), David DiTullio (DD), Cheryl Gariepy (CG), Town Finance Director

1. JR Made a Motion to Call the Meeting to Order at 6:06pm, DD 2nd, Vote 4 Yes, 0 No
2. JR Made a Motion for Approval of the Minutes from 2/9/16, DD 2nd, Vote 4 Yes, 0 No
3. Next Meeting Schedule
 - a. 3/20/16 Library Department/Recreation Committee
 - b. 3/28 Fire Department/Department of Public Works
 - c. 4/11 School Committee
 - d. 4/25 Open
4. Police Department Budget Review
 - a. Frozen Pipes at Station – insurance covering damages and estimates to provide additional insulation and expanding the heat system to prevent future issues will be under \$10k. Three (3) estimates are being obtained for this work.
 - b. New Position: Lieutenant
 - i. No additional personnel are being requested. Looking to promote within the department and savings will be seen between reduction on overtime pay and lower pay rate for replacement of retiring patrolman.
 - ii. Would look to implement by March/April 2016 timeframe
 - iii. Police Chief has spoken with the Board of Selectmen and they have said they support the position.
 - c. Additional Increases/Decreases to Police Budget
 - i. \$100 increase for Uniform Allowance per officer
 - ii. Decrease of Career Allowance due to retirement of officer with degree and hiring a replacement without a degree
 - d. Regional Dispatch
 - i. Bolton and Berlin are investigating joining the Devens Regional Dispatch. Potential savings to the Town of Lancaster could be \$60k.
5. Ryan McNutt, Town Administrator
 - a. School Committee Chair update – the previous Superintendent, Michael Woods, salary was \$167k plus \$6500 for retirement annuity and \$7250 travel allowance. Current line item for the Superintendent position is advertised for \$175k-\$195k.
 - i. JR will contact Town School Committee representatives and see how the NRSD budget is progressing.
6. Town Department Budget Review
 - a. Selectmen Budget - \$50k decrease due to graduation of student attending Norfolk Agriculture High School. Legal Fees are on track with budget
 - b. Treasurer – increases due to Union Contract Negotiations
 - c. Technology – increase in salaries due to being full year
 - d. Town Clerk – increase in expenses due to increase in number of elections this year
 - e. Community Development & Planning – increase in Admin Asst to 36 hrs (\$6,872) and increase of 4 hrs for Conservation Agent which will make this position eligible for benefits.
 - f. Public Buildings – savings of \$45k on electricity due to solar power
 - g. Fire/EMS/Inspections/Animal Control/Public Works/Cemetery/Board of Health – increases due to Union Contract Negotiations
 - h. Minuteman School District – 17.22% increase due to capital assessments
 - i. Department of Public Works – level funded

- j. Snow and Ice – currently has \$9,069 left in the budget
 - k. Council on Aging – increase due to new Admin Asst at a higher step grade pay level
 - l. Library Department – increases due to contractual agreements
 - m. Recreation Committee – requesting a part time director for an increase of \$20k
 - n. Debt Service – will see increase due to Prescott Building Bond
 - o. Water Department – budget incomplete at this time. Expect borrowing request for replacement of water main
7. Recreation Committee
- a. JR spoke with Rec Committee and looking to hire a new position of Head Lifeguard to work 4 days per week/6hrs per day. They would fund all other life guards from the Recreation Committee Revolving Fund versus from their Town Budget. Total increase to the Town Budget is \$3,106 for the new position.
 - b. The Recreation Committee is also looking for a part time Director at a cost of \$20,000/yr.
8. Bartlett Pond Dam
- a. Additional funds of \$14,687.50 are needed to complete payment for the project. This represents the excess over the grant that paid for the majority of the work. A request will be submitted to pay this from the Reserve Fund.
9. Revenues for FY16 are higher than budgeted due to payment for prison mitigation and higher excise tax payments. Current balance in the Reserve Fund is \$112.4k. There will be a Tax Title Sale that should also help bring in overdue real estate taxes.
10. JR Made a Motion to Adjourn at 7:45pm – 2nd by MIV, Vote 4 Yes, No