



Finance Committee Meeting Minutes

March 6, 2014 7:00PM, Community Room

Tyngsborough Town Hall

Tyngsborough, Massachusetts

Members Present: Robert Mullin, Chairman (RM)
Darryl Wickens, Vice Chair (DW)
Scott Hammer, Secretary (SH)
Chris Mellen (CM)
Paul Morin (PM)

Attendees (joint session): Michael Gilleberto, Town Administrator
Kerry Colburn-Dion, Finance Coordinator
Therese Gay, Administrative Assistant
Karyn Puleo, Board of Selectmen
Robert Jackson, Board of Selectmen
Rick Reault, Board of Selectmen
Corliss Lambert, Board of Selectmen

Presenters: Jeff Hannaford, Sewer Commission
Sheila Perrault, Board of Health
Kerri Oun, Health Agent
Philip OBrien, Board of Assessors
Sue Arthur, Library Director

DW made a motion to come into session at 7:07 pm, SH seconded all in favor 5-0-0.

- Item 1: Joint Meeting with Board of Selectmen and Sewer Commission**
- A. FY 2015 Budget Request**
 - B. Sewer Revolving Fund and Phase I West – Discuss**

Jeff Hannaford presented the FY 2015 Sewer Enterprise budget of \$1.669.000. The proposed Phase 1 West project was then discussed. This project will add sewer service for approximately 110 properties. The project has an expected construction time of 18 months and the estimated cost at this time is \$6.9M. Proposed funding for the project will be a combination of a betterment fee assessed on properties in the expansion area and the general fund. A request was made for BOS and the Finance

Committee to approve continuing with the proposal and to have a warrant article drafted for the May Town Meeting.

DW made a motion to approve moving forward with the Phase 1 west proposal to the Capital Asset Management Committee, SH seconded all in favor 5-0-0.

Item 2: Joint Budget Hearing #2 (with Board of Selectmen)

Supporting documents: FY 2015 Budget Requests, including non-level-funding items, for the following Departments:

- Department 160, Town Clerk
- Department 162, Elections/Registration
- Department 169, Other Licensing
- Department 510, Board of Health - Inspection
- Department 430, Waste Collection and Disposal
- Department 141, Assessors
- Department 142, Revaluation
- Department 610, Library

Board of Health: Sheila Perrault presented the Board of Health FY 2015 budget request. The FY 2015 base budget request of \$78,600 is \$2,500 less than FY 2014. Additional requests of \$6,300 were made for an additional 8 hours for the Assistant to increase office hour coverage to 4 days and \$5,000 for a shed, planned to be located at the Highway Department, to house the Board's emergency medical supplies. An additional request of \$41,000 was made for the town to join the Central Massachusetts Mosquito Control Project (CMMCP). The Board of Health will be placing a warrant article for the May Town Meeting for a 3 year contract with the CMMCP for mosquito control services.

Solid Waste: Kerri Oun presented the Solid Waste FY 2015 budget request of \$829,600. The increase over FY 2014 is \$21,300 which reflects a 1.5% increase in the rubbish and recycling collection contract. A \$37,000 grant will be used to offset the total cost for single stream recycling.

Library: Sue Arthur presented the Library department's FY 2015 budget request. The FY 2015 request of \$330,600, which has an increase of \$5,000 over FY 2014, meets the state Municipal Appropriation Requirement (MAR). Most of this increase (\$4,000) is due to an increase in the library consortium membership fee and ceasing of a Small Libraries in Network Grant.

Assessors: Philip O'Brien presented the Assessors FY 2015 level budget request of \$132,100. New growth figures are limited for FY 2015.

Town Clerk: Joanne Shifres could not make the meeting due to a conflicting schedule. Kerry Colburn-Dion presented the requested Town Clerk and Elections department budget requests. The FY 2015 request for the Town Clerk department is \$83,300 which is essentially unchanged from FY 2014. The FY 2015 request for elections is \$31,750 which is higher than the FY 2014 budget of \$17,300 due to additional election expenses.

Adjournment

SH made a motion to adjourn at 9:05 PM, seconded by DW. All in favor 5-0-0.

Prepared by: Scott Hammer, Finance Committee Clerk