



## Finance Committee Meeting Minutes

March 30, 2015 6:30 PM, Community Room

Tyngsborough Town Hall

Tyngsborough, Massachusetts

Members Present: Darryl Wickens, Chair (DW)  
Paul Morin (PM)  
Burt Buchman, Secretary (BB)  
Eric Sondhi (ES)

Members Absent: Scott Hammer, Vice Chair (SH)

Attendees: Curt Bellavance, Town Administrator  
Robert Jackson, Board of Selectmen  
Rick Reault, Board of Selectmen  
Karyn Puleo, Board of Selectmen  
Corliss Lambert, Board of Selectmen  
William Gramer, Board of Selectmen  
Kerry Colburn-Dion, Finance Coordinator/ Treasurer  
Catherine Gabriel, Town Accountant  
Therese Gay, Administrative Clerk

This was a joint meeting with the Board of Selectmen (BOS) continuing FY 16 budget discussions

**BB made a motion to come into session at 6:30 pm, PM seconded. All in favor 4-0-0.**

**Scott Hammer arrived at 6:31 pm.**

**Item 1: Sewer Commission – Jeff Hannaford, Chair, Brian Martin, Fred Perrault**

Operations and Maintenance increased by 1.2% over the previous year. Doubling of capital improvement budget for the Phase 2 sewer design. Salary and wages will decrease as Sewer will be going from a 3 person to a 2 person department. General Fund reimbursement increased by 35%. In 2015, the obligation from the intra-municipal agreement with Chelmsford will come off the books. That was 6 figures. Infiltration and Inflow – Infiltration is ground water that finds its way into the sewer system and goes to the treatment plant. Ground water is injected into the system by homeowners.

Need to catch the person in the act for inflow. It is a drainage problem first, then a sewer problem. Concentrating on fixing the infiltration this year. Funded by rate payers. Projecting \$1.9M in revenues. Looks like there will not be a need to increase user fees. The Chelmsford agreement was buying capacity. Retained earnings certified at \$1.3M. Spend 2/3rds of it. Retained earnings is similar to the town's free cash. Fringe benefits include county retirement, Life Insurance, Health Insurance, and Workers Compensation. Employee benefits are charged back to the Sewer and School Departments.

**Item 2: Town Clerk – Joanne Shifres**

This budget basically stays the same as prior years. Expense hasn't changed since 2003. Salary has been increased for FY16. There will be a reduction in polling places after the May election. The present senior center will be closing. 4 precincts to 2 polling stations. In 2016 there is a presidential primary and town election. There will be a decrease in the police detail from 4 officers to 2 officers. Actual expenses from prior year are less than the budgeted expenses. Department has always turned back money. Time stamper has been broken for months and doesn't have \$600 to replace it. Looks like there is an extra 1.5% added in to the budget. The past March 10<sup>th</sup> election was not budgeted by the department, but will be handled at Town Meeting.

**Item 3: Town Administration – Kerry Colburn-Dion, Finance Coordinator/ Treasurer**

Health Insurance

There are 3 different providers under Nashoba Minuteman. 2 providers increased their rates 9% for next year. The other increased 2%. This is the first time in 4 years there has been an increase in the health insurance. Town pays 50% toward retirees' health insurance. \$45K for opt out payments for people who didn't take out health insurance. There is a contingency of \$100K.

County Retirement

The assessment has increased from county retirement.

Unemployment

Flat lined, but awaiting School Department budget. School share is \$60K and the town share is \$7K.

Life Insurance

Is level funded. Town pays \$.53 a month on AIG premiums.

FICA

Medicare tax is level funded.

Workers Compensation

Comes from MIAA. Anticipated costs. 4% comp payments. May be eligible for credits.

Other Insurance Policies (Dept. 940)

Through MIAA. Property insurance costs more as a building becomes vacant.

Revenue

New growth was \$150K this year. Based on assessors. Next year - \$250K. Schools revenue share is 68.75% and the municipal share is 31.25%. Snow and Ice will have to come from free cash. Possible FEMA reimbursement.

There are no students at the Essex Aggie. School Resource Officer's salary has to be agreed to by the Voke.

Kerry was asked what the deficit was. She can roll up the numbers both with and without free cash.

The Board of Selectmen adjourned. The Finance Committee moved to Meeting Room 1 to continue the meeting.

#### **Item 4: Reserve Account**

The Reserve Fund is for unforeseen emergencies. There was a discussion regarding increasing the Reserve Fund from \$45K to \$100K. The additional budget request for field maintenance was discussed.

#### **Item 5: Review and Approve Meeting Minutes**

##### **September 8, 2014**

**PM made a motion to approve the September 8, 2014 meeting minutes. Seconded by ES.**

**Approved 3-0-2**

##### **January 26, 2015**

**BB made a motion to approve the January 26, 2015 meeting minutes. Seconded by ES.**

**Approved 4-0-1**

##### **February 5, 2015**

**BB made a motion to approve the February 5, 2015 meeting minutes. Seconded by SH.**

**Approved 4-0-1**

##### **February 10, 2015**

**BB made a motion to approve the February 10, 2015 meeting minutes. Seconded by ES.**

**Approved 5-0-0**

##### **March 9, 2015**

**BB made a motion to approve the March 9, 2015 meeting minutes. Seconded by ES.**

**Approved 4-0-1**

##### **March 16, 2015**

**BB made a motion to approve the March 16, 2015 meeting minutes. Seconded by ES.**

**Approved 5-0-0**

#### **Adjournment**

**BB made a motion to adjourn at 9:06 pm, seconded by PM. All in favor 5-0-0.**

Prepared by: Burt Buchman, Finance Committee Clerk