



**Board of Selectmen and Finance Committee**

Joint Meeting March 7, 2016, 6:00 P.M.

Tyngsborough Town Hall

Members Present:

Darryl Wickens, Chair

Paul Morin

Chris Mellen

Marie Lambert

Also in Attendance:

Rick Reault, BOS Chair      Curt Bellavance

Bob Jackson                      Matt Hanson

Cory Lambert                      Kerry Colburn-Dion

Bill Gramer                        Theresa Gay

Steve Nocco

Curt Bellavance

Presentation of the Budget by the Selectmen, Town Administrator and Town Treasurer .

Curt: I'll be happy to answer any questions you may have.

Chris: Would you explain why this year's Chapter 90 funding was lower than the last two years.

Kerry: Two years ago we got a onetime credit of \$200,000 and last year we had some roads accepted, thus the difference.

Chris: On the Free Cash is that 70-30 percentage because the figures seem to come out at 70-30 percent breakdown.

Kerry: I don't understand the 70-30 percentage. If you look at free cash there is a calculation.

Chris: The use of free cash has to do with the appropriation of \$256,000 and if you look at the percentages breakdown it come out at 70-30 percent, where does the other 30 percent go?

Darryl: Based on the free cash policy that was agreed upon last year, or a couple of years ago, the top line items are what would be allocated into those funds, but the un apportioned free cash has yet to be discussed, and through this process we figure out as a group and as a town where it goes and it happens to come out at 70-30%.

Chris: It happens to come out as 30%, but about four to five years ago we had agreed at a meeting that it would be 68-31, I just pick up on the percentages.

Kerry : The free cash is never apportioned, I think you are talking about distribution.

Chris: In the budget we have a variance of \$256,926 free cash.

Kerry: Free Cash is a number that comes out through the entire process of the accountant putting together the town financial study. The number is based on the unreserved, undesignated fund balance. DOR has a check list they use to verify the amount of free cash.

Darryl: Curt do you know when we will get a draft of the school budget?

Curt: Yes, maybe in a week or week and half.

Darryl: The free cash is all on the municipal side, the school free cash basically sits in their bucket.

Kerry: They have revolving accounts that they put their money into.

Darryl: So the big ticket items, like health insurance and things like that, when will we have that?

Kerry: We have estimates that we put on our side. We will have some in a couple of weeks.

Chris: On the health, we are talking about big ticket items, \$5 million plus or under the \$5 million?

Kerry: I don't know yet, health care benefit in general is not \$5 million it is more like \$3 million. It includes Medicare tax on salaries, workmen comp., unemployment and life insurance.

Chris: Medicare tax is 2.45?

Kerry: It is 1.45, that number usually comes out at the end, because, I need to look at all the salaries town side and school side and then come out with my estimate for 1.45.

Chris: The dental account is like a 20-80% or 30-70% ?

Kerry: The town does not pay for any dental.

Darryl: Do we know where the snow and ice is for now?

Curt: We budget \$250,000 and we spent \$235,000.

Paul: Can we prepay for next year's salt with the excess?

Kerry: We can buy and receive it.

Chris: How are we doing with gas, as it has been going down?

Curt: Because it has gone down, we hope to see some savings.

**Finance Committee Meeting March 7, 2016, continues following the joint meeting with the BOS.**

Also in attendance:

Jason Bulger, IT Administrator

Note: Jason Bulger is the new IT Administrator , and is here to request funding to fix and update the existing equipment in the Technology Department.

Jason: Upon my arrival to Tyngsborough, Curt asked me to evaluate the network system , servers and see where we were at. Right away I saw that the server did not have a backup of any kind and that the network was incredibly slow. One of the servers had failed back in September, and no one was monitoring the servers.

I told Curt that we needed a backup system. I can procure everything we need for a solution to our backup. We need backup hardware and battery backup. This would also allow the Police Department to use it

Darryl: We spent a bunch of money last year for a new system.

Jason: The company that installed the system were hoping to do a hybrid solution, where you sent your data outside , but that cost is \$750 per month, but instead we can send the data to the Police Department, just like they could send their data here so all the data is in two different areas .

Darryl: I am asking you to really go through the system and do get what we need to make it work right.

Jason: The capital budget request for IT will change based on this. Curt said the top priority was to assess from top to bottom what needed to be done to have a reliable running system.

Jason: I have been working with Curt on policies and procedures on the use of the system to avoid costly mistakes and if I am not around there will be other people that would know the system 's operation.

Chris: So what are you asking the Finance Committee?

Jason: I am requesting the Finance Committee for \$14,500.00 to purchase a physical device that will hold 48 terabytes of data, and two battery backups , for everything we have today plus this device and backup software.

Paul: How will you know if something goes wrong, will you be monitoring the system?

Jason: I will be monitoring the system, and this system will alert via an email to people on the monitoring list.

Paul: I make a motion to transfer from the FinCom Reserve account to the IT Administrator budget account #001-193-5318 as quoted not to exceed the sum of \$14,544.77, for the purpose of procuring the backup hardware, battery backup and backup software, as presented by the IT Administrator. Second by Chris. All in favor 4-0-0.

Paul: I have meeting minutes that we can look at and vote on it, these are the minutes for January 25, 2016, and December 3, 2015.

Paul: I make a motion to accept the January 25, 2016 minutes as printed. Second by Marie, vote all in favor, 4-0-0.

Darryl: Marie's minutes from December 3, 2015 meeting to review the warrant articles for the Special Town Meeting on December 8, 2015.

Darryl: We can approved the minutes as amended.

Paul: Motion to accept the minutes of December 3, 2015 as amended during this session.

Paul: Motion to adjourn the meeting

Darryl: Second

Vote: In favor 4, against 0