

**APPROPRIATIONS COMMITTEE**  
Meeting Minutes

**For the Meeting Held On** February 16, 2016  
**Meeting Time :** 6:30 pm

**Location :** 328 North Main Street – Conference Room – East Longmeadow, MA

**Meeting Posted On:** **Day:** Thursday **Date:** 02 / 04 / 2016  
(48 hrs required)

**Is Meeting Being Recorded by Digital Recorder:** Yes X No \_\_\_\_\_  
**The Minutes of this Meeting are being taken by:** Marge Larocca

**Committee Members:** (check if attended)

Eric Madison	✓	Russell Denver	✓	James Broderick	✓	James Walsh	✓
Dawn Starks	✓	Rocco Carabetta	✓	Sam Pizzanelli	✓	Sara Menard	✓

Attendees: Carolyn Brennan, Thomas O'Connor, William Fonseca, Richard Freccero, Gordon Smith, John Maybury, Robert Peirent, Gregory Thompson, Conrad Wiezbicki, Steven Loyack, Ryan Quimby, Marge Larocca.

**Did the Chair release any prior Executive Session Minutes?**

Yes		No	x
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**Dates of Executive Session Released :**

**TOPIC / MATTER #1**

**Approval of Meeting Minutes – February 9, 2016**

**Summary of Matter Discussed :**

- The February 9, 2016 Appropriations Committee meeting minutes were reviewed. A motion was made to approve the February 9, 2016 Appropriations Committee meeting minutes and to change the number 70 to 60 under topic #3. The motion was seconded and all were in favor.

**Documents or Exhibits for this Matter:**

- January 19, 2016 Appropriations Committee meeting minutes.

**Votes Taken Under this Matter :**

- A motion was made to approve the February 9, 2016 Appropriations Committee meeting minutes as amended. The motion was seconded and all were in favor.

**TOPIC / MATTER #2**

**Review of Department Budget – Council on Aging**

**Summary of Matter Discussed :**

- The Chairman welcomed the Council on Aging Director to the meeting. C. Brennan explained that there is no request for additional funding in the Council on Aging FY17 Budget request.
- C. Brennan distributed a presentation about the Council on Aging and gave an explanation of the information regarding the history of the COA, the people that use the COA, services provided and funding that's received. C. Brennan spoke about wellness for seniors, key indicators to future trends and funding, the financial forecast and strategy for the COA and upcoming needs and issues.
- C. Brennan stated that the FY17 Budget request is 1% under the prior year appropriation and

gave an explanation of a supplemental budget request that will bring the budget request up to 1% of the FY16 budget.

- A motion was made to approve the Council on Aging base budget. The motion was seconded and all were in favor.

**Documents or Exhibits for this Matter:**

- FY17 Council on Aging Budget Request, Council on Aging “The Center of it All” presentation.

**Votes Taken Under this Matter :**

- A motion was made to approve the Council on Aging base budget. The motion was seconded and all were in favor.

### **TOPIC / MATTER #3**

#### **Board of Public Works/School Committee/Capital Planning Sub-committee**

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**Summary of Matter Discussed :**

- R. Freccero opened the School Committee meeting, and T. O’Connor re-opened the Capital Planning meeting.
- R. Freccero explained that the members of the sub-committee have come together to bring forth a strategy for debt retirement and to fund necessary projects without affecting taxes and the town’s quality of life. Four documents were distributed: Annual P&I Costs FY09-FY32; Accumulated P&I savings FY16-FY32; Total P&I; Accumulated P&I Savings FY16-FY32 with borrowing and an explanation of the data in each document was given. Discussion followed about the amounts shown in the documents, what the numbers encompass, and potential amounts to be bonded or funded with cash.
- Two documents: Additional Borrowing and FY2017 Capital Projects & Categories were distributed. Discussion followed about borrowing for capital projects and about the projects that are shown in the FY2017 Capital Projects & Categories document.
- The Chairman voiced his appreciation to the boards for coming together and putting together a great concept. He added that the position of the Appropriations Committee is to pay down debt, that resources are needed to provide services and that they want to establish an amount for capital projects. The Chairman requested that the Capital Planning Committee review the information that was presented.
- A discussion followed about funding amounts for capital projects. The Chairman requested that when the boards meet that they incorporate a strategy in reaching the maximum tax levy in their discussions. The Chairman spoke about debt exclusion projects and their bearing on the general fund when they are paid. He added that the Appropriations Committee have made a commitment to not fund the general fund with free cash.
- Discussion followed about the deadline for warrant articles. T. O’Connor voiced his concern about items not shown in the FY17 Capital Projects & Categories document.
- The Chairman stated that the Appropriations Committee needs revenue figures that represent true actual figures and a capital plan that the Capital Planning Committee supports. The consensus was that the boards would return with additional data on March 8<sup>th</sup>.

**Documents or Exhibits for this Matter:**

- Annual P&I Costs FY09-FY32; Accumulated P&I savings FY16-FY32; Total P&I; Accumulated P&I savings FY16-FY32 with borrowing; Additional Borrowing; FY17 Capital Projects & Categories.

**Votes Taken Under this Matter :**

- None

**TOPIC / MATTER #4**  
**Discussion on FY17 Budget**

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**Summary of Matter Discussed :**

- The Town Accountant distributed the updated FY17 Sources & Uses Projections and requested that the committee members review them to move them at the next meeting.
- The Town Accountant distributed a FY2017 revised budget request for the School Committee. The Town Accountant explained that the School Committee has resubmitted the budget request with no supplement request for consideration at the next meeting.

**Documents or Exhibits for this Matter:**

- FY 17 Sources & Uses Projections; FY2017 School Committee Revised Budget Request

**Votes Taken Under this Matter :**

- None

**9:05 PM: Motion to Adjourn**

**Next Meeting: February 23, 2015 – 6:30PM – 328 North Main Street – Conference Room**

<b>MEETING FOLLOW UP:</b>
Determine support of School Capital projects. – J. Broderick
<b>PRIOR MEETING NOTES:</b>
<b>Committee Goals :</b>
Professional Development Class – TBD
<b>Note: Present Fringe costs in next budget cycle.</b>
<b>Note: Handouts for Budget Forum</b>