

**APPROPRIATIONS COMMITTEE**  
Meeting Minutes

**For the Meeting Held On**      January 19, 2016  
**Meeting Time :**                      6:30 pm

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

**Meeting Posted On:**            **Day:** Wednesday            **Date:**    01 / 13 / 2016  
(48 hrs required)

**Is Meeting Being Recorded by Digital Recorder:**            Yes \_\_\_\_\_ No        X    
**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: Diane Bishop, Christine Saulnier, James William Johnston, Robyn Macdonald, Ralph Page, George Kingston, Marge Larocca

**Did the Chair release any prior Executive Session Minutes?**  
**Dates of Executive Session Released :**

Yes		No	x
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**TOPIC / MATTER #1**  
**Review of Department Budget - Assessors**

**Summary of Matter Discussed :**

- The Chairman opened the meeting. J. Broderick stated the Assessors FY17 proposed budget request is within the 2% guidelines and that there is one supplemental request. D. Bishop explained that full-time salaries will remain the same, staff are in collective bargaining and there was an unanticipated retirement. D. Bishop spoke about required mapping services that had been provided through the Department of Public Works. D. Bishop explained that the person that did the mapping has retired, and the Public Works Director is unsure that the replacement person will be able to provide the mapping services. D. Bishop added that FY17 funding might be needed for a mapping person/consultant and gave a description of costs other communities have paid for a consultant. She added that the Department of Revenue requires maps to be up-to-date and to have paper maps available. A discussion followed about hiring a consultant and the methods for the funding. J. Broderick stated he had spoken with the Director of Public Works and confirmed the information given by D. Bishop.
- The Chairman asked about the overlay account. C. Saulnier stated that there won't be anything to give back for the current fiscal year. D. Bishop explained that the Governor is trying to make changes to make overlay accounts as one, which will help with shortages in other years.
- R. Denver asked about the warrant article funding for the Assessors Department software. D. Bishop gave an update and inquired about the method of handling any remaining balances and if it can be used for other things.

**Documents or Exhibits for this Matter:**

- Proposed FY17 Budget – Assessors Department

**Votes Taken Under this Matter :**

- None (vote for budget taken under Topic #3)

## **TOPIC / MATTER #2**

### **Review of Department Budget – Planning-Zoning-Conservation**

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#### **Summary of Matter Discussed :**

- The Chairman welcomed the attendees from Planning, Zoning & Conservation to the meeting. R. Macdonald explained that costs relating to the mapping weren't included with the budget request.
- R. Page distributed three documents and gave an explanation of the information in each document. R. Page stated that the Planning Budget as compared to others in town is miniscule, and followed with a description of budget items. He added that a new copier is needed.
- R. Macdonald explained the decrease in postage costs is a result from fewer abutter notices being mailed. R. Page explained that the budget request includes a contracted appointed salary increase. He added that one employee is in T.E.U. negotiations and there is a supplemental request for an increase in stipend to board members, for an overall budget increase of \$460.33.
- A discussion followed about the mapping issue and the impact on the Planning Department. R. Macdonald stated that an engineer is required to do the mapping and enter the information into G.I.S.

#### **Documents or Exhibits for this Matter:**

- Proposed FY17 Budget – Planning-Zoning-Conservation Department; Town of East Longmeadow 2016 Operating Budget (pie chart); Exhibit A Operating Budgets for Fiscal Year 2016; Planning Board expenses/comparisons.

#### **Votes Taken Under this Matter :**

- None (vote for budget taken under Topic #3)

## **TOPIC / MATTER #3**

### **Discussion on FY17 Budget**

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#### **Summary of Matter Discussed :**

- The Town Accountant stated that the Library budget has been completed with the changes requested in last meeting (move \$5,000 C.W. Mars expense from the supplemental to the base budget).  
A motion was made to approve the Library base budget as submitted. The motion was seconded and all were in favor.
- A discussion followed about the base budgets for the Assessor's and Planning and the possibility of sharing the \$2,500 expense for mapping.
- A motion was made to approve the Assessors' base budget as submitted. The motion was seconded and all were in favor.
- A motion was made to approve the Planning Board base budget as submitted. The motion was seconded and all were in favor.
- The Chairman stated that the Board of Selectmen, Treasurer, ELCAT, Building and Council on Aging will be in next week to discuss their budgets.

#### **Documents or Exhibits for this Matter:**

- None

#### **Votes Taken Under this Matter :**

- A motion was made to approve the Library base budget as submitted. The motion was seconded and all were in favor.
- A motion was made to approve the Assessors' base budget as submitted. The motion

- was seconded and all were in favor.
- A motion was made to approve the Planning Board base budget as submitted. The motion was seconded and all were in favor.

### **TOPIC / MATTER #4**

#### **Meeting Minutes Approval – January 12, 2016**

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##### **Summary of Matter Discussed :**

- The January 12, 2016 Appropriations Committee meeting minutes were reviewed. A motion was made to approve the January 12, 2016 Appropriations Committee meeting minutes. The motion was seconded and all were in favor.

##### **Documents or Exhibits for this Matter:**

- January 12, 2016 Appropriations Committee meeting minutes.

##### **Votes Taken Under this Matter :**

- A motion was made to approve the January 12, 2016 Appropriations Committee meeting minutes. The motion was seconded and all were in favor.

**7:49 PM: Motion to Adjourn**

**Next Meeting: January 21, 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
Note: Present Fringe costs in next budget cycle.
Note: Handouts for Budget Forum