

APPROPRIATIONS COMMITTEE
Meeting Minutes

For the Meeting Held On January 26, 2016
Meeting Time : 6:30 pm

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

Meeting Posted On: **Day:** Wednesday **Date:** 01 / 20 / 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: William Gorman, Angela Thorpe, Greg Neffinger, Donald Maki, Aimee Petrosky, Daniel Hellyer, Thomas Florence, James Sheils, Thomas O'Connor, Maureen Tyburski, Richard Freccero, Gerald Celetti, 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
Meeting Minutes Approval – January 19, 2016

Summary of Matter Discussed :

- The January 19, 2016 Appropriations Committee meeting minutes were reviewed. A motion was made to approve the January 19, 2016 Appropriations Committee meeting minutes. 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 January 19, 2016 Appropriations Committee meeting minutes. The motion was seconded and all were in favor.

TOPIC / MATTER #2
Review of Department Budget - ELCAT

Summary of Matter Discussed :

- D. Maki, ELCAT Director, gave an overview of the FY17 proposed budget and gave an explanation about increasing the half-time News Director position to full-time.
- D. Maki gave a description of revenue sources and spoke about future projects. The Town Accountant gave a description of ELCAT current revolving balances.
- The Chairman voiced his concern about having a budget that is greater than annual income. D. Maki stated that he would like to generate revenue for ELCAT and not depend upon revenue from the cable company. D. Maki gave a description of the ELCAT Studio renovation.
- It was requested that a revised budget that doesn't exceed its annual income be

submitted.

- A motion was made to approve the ELCAT base budget as submitted. The motion was seconded and discussion followed. There were 3 in favor and 4 opposed. The motion fails. It was suggested that he come back with both revenue & expenses.

Documents or Exhibits for this Matter:

- Proposed FY17 Budget – ELCAT

Votes Taken Under this Matter :

- A motion was made to approve the ELCAT base budget as submitted. The motion was seconded and discussion followed. There were 3 in favor and 4 opposed. The motion fails.

TOPIC / MATTER #2

Review of Department Budget – Board of Selectmen

Summary of Matter Discussed :

- Discussion began about the Health Department. A. Petrosky explained that the Board of Selectmen voted to consolidate Emergency Management, Animal Control and Health under one department, and that the budgets are separate for FY16, but will be consolidated under one budget for FY17.
- The Town Accountant gave a description of the format for the consolidated budget. R. Denver stated that it was unacceptable for the Appropriations Committee not to have received the budget in its new format prior to the meeting. The Town Accountant confirmed the consolidated budget is a 1% increase and that no one is in contract negotiations.
A. Petrosky responded when two of the budget line items were questioned, and the Chairman stated that one of them has been over-budgeted in previous years.
- A motion was made to approve the Health Dept. (519) base budget as it falls within the guidelines. The motion was seconded and all were in favor.
- The Chairman asked A. Petrosky for a description of the department. A. Petrosky gave an explanation of a new restaurant inspection violations fee schedule, better accountability with reporting going to one person, and consolidation of food service permits that was approved by the Board of Selectmen.
- G. Neffinger stated that there is updating of old manuals being done.
- G. Neffinger gave an explanation of the Board of Selectmen (122) base budget adding that it includes celebrations and there is a 0% increase and the big change was to consolidate celebrations. G. Neffinger stated that the consolidation of the budget allows the opportunity to transfer between line items.
- G. Neffinger gave a description of the salaries in the department and asked the Town Accountant to speak on the budgets. The Town Accountant gave a description of longevity and stipends in the department and non-salary items. She added that the Celebrations, Cultural and Historical budgets are combined and that the oil and gas line items were moved to the DPW.
- The Town Accountant explained that the Veterans Service budget #543 was moved to the Board of Selectmen and the base budget is an overall 0% increase over FY16.
- The Town Accountant spoke about the supplemental budget for an Interim Town Administrator. The Chairman explained that the Appropriations Committee will act upon the base budget and then will vote for supplemental budget.
- A motion was made to approve the Board of Selectmen (122) base budget. The motion was seconded and all were in favor.
- Discussion began next about the Legal (151) budget. G. Neffinger explained that the difference of work beyond the base contract and labor attorney is broken out. The Chairman stated that this budget is one that has been problematic. G. Neffinger spoke

about if it's necessary to have the Town's attorney at every Board of Selectmen meeting, and possible savings in not doing so. A. Thorpe added that Labor Counsel hasn't been attending every meeting. G. Neffinger stated that having professional legal is for law suits against the town. R. Denver inquired about how many law suits have been brought over the last five years. G. Neffinger stated that gathering the information is cumbersome. R. Denver stated that the information is relevant for having an H.R. Director, to show how much has been spent to show why the position is needed.

- The Town Accountant spoke on the current status of the Legal budget and cautioned that it needs to be monitored closely.
- A motion was made to approve the Legal Services (151) base budget as submitted. The motion was seconded and all were in favor.
- The Town Accountant gave a description of the Liability Insurance (945) budget. She stated that the bills come in at the beginning of the fiscal year, and budget is based on FY16 bills.

A motion was made to approve the Liability Insurance (945) base budget as submitted. The motion was seconded and all were in favor.

- The Town Accountant gave a description of the Trash Collection & Disposal (430) budget. G. Neffinger gave an explanation of a meeting with the current trash vendor and inquiring about single-stream recycling and ways of savings. A motion was to approve the Trash Collection & Disposal (430) base budget as submitted. The motion was seconded and all were in favor.

- The Town Accountant gave a description of the Solid Waste Disposal Revolving (2805122) budget. She stated that the budget has built up and the Board of Selectmen want to spend it down and gave examples of uses. It was questioned if the funds can be used to offset general fund expenses. The Town Accountant stated that she will investigate that. It was decided to not make a vote on this budget during this meeting.

- The Town Accountant gave a description of the Veterans Services (543) budget having a 1% overall increase for veterans' benefits and postage. Discussion followed about the level of benefits and percentage of the cost of the Veterans Services Agent. A. Thorpe stated that the cost is based on population and G. Neffinger gave an description of auditing of qualifications for the services. A motion was made to approve the Veterans Services (543) base budget as submitted. The motion was seconded and all were in favor.

- The document "Position Description" was distributed. G. Neffinger gave a description of the information in the document. Discussion followed about getting all departments to "buy-in" for a Human Resources Department, educating all departments on state and federal HR laws and duties of a Human Resources Department. G. Neffinger stated that he has met with the School Committee and Board of Public Works regarding the HR Dept.

The Town Accountant gave a description of the proposed FY17 Human Resources base budget request for the new expenses and supplemental request that comes out of the Board of Selectmen.

R. Denver made a motion to delay voting until a better indication in writing from the School Department and Board of Public Works that they would buy into this HR and utilize their services and that the request that was made of the town for all information about the lawsuits, mediations, arbitrations and grievances is received. The motion was seconded.

G. Neffinger stated that the second part of the motion is impossible to fulfill and that he can sit with R. Denver and modify the request.

A motion was made to amend to the delay of the vote and to add the feedback from the other two boards for the follow-up and best efforts for the rest. The motion was

seconded.

The Chairman stated that he is interested in the opinions of the Boards and not of the School Superintendent or Public Works Director.

The vote for the amended motion is: 6 in favor and 1 against.

The vote for the motion as amended is: 6 in favor and 1 against.

- A. Thorpe stated that without the buy-in, there will be potential savings just on the Board of Selectmen's side, and the Chairman added that the proposal might have to be pared down if it's only for the departments under the Board of Selectmen.

- D. Hellyer gave a description of the Building Inspector (241) base budget having a reduction of 1% and no supplemental.

D. Hellyer spoke about the needs of the department. A discussion followed about the amount of the reduction in the mileage line item.

The Chairman entertained a motion to approve the Building Inspector (241) base budget as submitted. The motion was seconded. The vote was 6 in-favor and 1 abstained.

A discussion followed about a supplemental budget for a re-grade. The Chairman stated that the request needs to be submitted to the Board of Selectmen.

- The Town Clerk-Collector-Treasurer gave a description of the Treasurer/Clerk/Collector (145) base budget.

T. Florence explained the 2% full-time salary increase. Discussion followed about a stipend increase that was approved at town meeting. The Town Accountant gave a description of the timing of the three stipends. Discussion followed about the timeline of appropriating the stipends and approval of them at town meeting. D. Starks spoke about having notification for when stipends are given and approved, and incorporated in the HR department. T. Florence stated that he went over it many times with prior administrations. R. Denver spoke about the stipends being paid without town meeting approval, gave a description of the statute that regulates the stipends. He questioned the payment of the stipend and the approval of the stipends by Board of Selectmen. A. Thorpe stated that she will have to bring the question to the rest of her board.

T. Florence was asked the status of tax-title accounts. He responded that 2015 has been put into tax title. He spoke about selling tax-title liens and gave a description of the process. The Town Accountant spoke about subsequent tax-title years being paid in that process. The Chairman stated the potential of lost revenue in selling the liens.

G. Neffinger gave a description of the process being long that the town would go through with tax-title properties and not having to deal with that in selling the liens. A discussion followed about tax-title properties in town.

T. Florence was asked about water and sewer collections. He responded that the water shut-off program was just completed and gave a description of the collections. He added that the water/sewer delinquencies can be applied as a lien on the property.

T. Florence was asked about the 5% increase in expenses, and followed with an explanation of the items that make up the increase.

A motion was made to approve the Treasurer/Clerk/Collector (145) base budget as submitted. The motion was seconded and all were in favor.

The Chairman asked T. Florence for an over-view of his supplemental budget request and stated that supplemental budget requests will not be acted upon until after the full budget is in place.

T. Florence stated that the supplemental request includes \$400.00 for part-time help and a 2% increase for the department head. The Chairman stated that the supplemental budget approval has to come from the Board of Selectmen first.

- T. Florence gave an explanation of the Licensing & Registration (160) base budget. Discussion followed about the number and timing of elections and the police detail amount.

A motion was made to approve the Licensing & Registration (160) base budget as

submitted. The motion was seconded and all were in favor.

- The Town Accountant gave a description of the Long-Term Debt budget and Hampden County Retirement budget.

Documents or Exhibits for this Matter:

- Proposed FY17 Budgets for – Health Department, Board of Selectmen, Legal Services, Liability Insurance, Trash Collection & Disposal, and Veterans' Services.
Position Description-HR Director,

Votes Taken Under this Matter :

- A motion was made to approve the Health Dept. (519) base budget as it falls within the guidelines. The motion was seconded and all were in favor.
- A motion was made to approve the Board of Selectmen (122) base budget. The motion was seconded and all were in favor.
- A motion was made to approve the Legal Services base budget (151) as submitted. The motion was seconded and all were in favor.
- A motion was made to approve the Liability Insurance (945) base budget as submitted. The motion was seconded and all were in favor.
- A motion was to approve the Trash Collection & Disposal (430) base budget as submitted. The motion was seconded and all were in favor.
- A motion was made to approve the Veterans Services (543) base budget as submitted. The motion was seconded and all were in favor.
- R. Denver made a motion to delay voting until a better indication in writing from the School Department and Board of Public Works that they would buy into this HR and utilize their services and that the request that was made of the town for all information about the lawsuits, mediations, arbitrations and grievances is received. The motion was seconded.

A motion was made to amend to the delay of the vote and to add the feedback from the other two boards for the follow-up and best efforts for the rest. The motion was seconded.

The vote for the amended motion is: 6 in favor and 1 against.

The vote for the motion as amended is: 6 in favor and 1 against.

- The Chairman entertained a motion to approve the Building Inspector (241) base budget as submitted. The motion was seconded. The vote was 6 in favor and 1 abstained.
- A motion was made to approve the Treasurer/Clerk/Collector (145) base budget as submitted. The motion was seconded and all were in favor.
- A motion was made to approve the Licensing & Registration (160) base budget as submitted. The motion was seconded and all were in favor.

9:14 PM: Motion to Adjourn

Next Meeting: February 2, 2015 – 6:30PM – 328 North Main Street – Conference Room

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