

APPROPRIATIONS COMMITTEE
Meeting Minutes

For the Meeting Held On February 2, 2016
Meeting Time : 6:30 pm

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

Meeting Posted On: **Day:** Friday **Date:** 01 / 29 / 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: Robert Peirent, John Maybury, Daniel Burack, Thomas Wilson, Bruce Fenney, Gordon Smith, Pamela Blair, Deirdre Mailloux, Gregory Thompson, Richard Freccero, William Fonseca, Elizabeth Marsian-Boucher, James Sheils, 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

Review of Department Budget – Public Works

Summary of Matter Discussed :

- The Chairman opened the meeting. R. Peirent explained that changes for the budget were put in place by the Town Accountant and gave a quick overview for the Department of Public Works budget. R. Peirent stated that the line item changes & shifts allows for more consistency for tracking.
R. Peirent reviewed budgets for each of the divisions under the Public Works Department. A discussion followed about increased utility costs and some of the methods that Public Works is using for reductions. R. Peirent spoke about past budgeting practices and gave a description of new ones. The Town Accountant gave a description of putting together guidelines for invoices.
- B. Fenney gave an update on the Town Hall project. B. Peirent explained that the elevator project has been moved to the third portion of the 3-year project.
- R. Peirent spoke about the minimum wage increase, summer salaries and vehicle maintenance.
- R. Peirent gave an explanation of reissuance of a storm water management permit and the regulations involved. The Chairman stated that he had a conversation with an individual at the EPA regarding the costs of the permit and had expressed concerns pertaining to reaching the maximum tax capacity.
- R. Peirent spoke about cost saving measures being taken with staffing. A discussion followed about the management of catch basins and street sweeping.
- The Chairman stated that the Appropriations Committee is not addressing any supplemental budgets until after all the base budgets have been completed. He asked R. Peirent to re-examine his budget numbers to reduce them as there will be minimal funds available for supplemental requests.

Documents or Exhibits for this Matter:

- FY 2017 Department of Public Works proposed budget.

Votes Taken Under this Matter :

- None

TOPIC / MATTER #2

Review of Department Budget – School Department

Summary of Matter Discussed :

- R. Freccero opened the School Committee meeting in conjunction with the Appropriations Committee. R. Freccero gave a brief explanation of the School Department base budget. G. Smith explained there is level services in the base budget resulting from savings in three significant areas: fuel line item, out of district students reaching age limit and being in the second year of a three year teacher contract.
- G. Smith gave an explanation of a supplemental budget request and the reasons for the increase request.
- R. Denver spoke about a report card from the Department of Education showing that East Longmeadow is on par or better than surrounding communities and is ahead of Massachusetts as a whole. The Chairman stated that the schools are out-performing a lot of other schools that are spending more dollars per student and offered his gratitude for a good job. G. Smith stated that it is a team effort.
- J. Broderick stated that he appreciates the work of the School Department and questioned the amount for the math coach in the supplemental request and the required level for the coach.
The Chairman stated that the Appropriations Committee is not addressing any supplemental budgets until after all the base budgets have been completed and are committed to sticking to 2%. R. Freccero stated that the School Committee will re-submit another base budget to include the math teacher. The Chairman stated that a vote by the Appropriations Committee on the base budget will be made at that time.
- R. Carabetta inquired about funding for the math teacher in the base budget, and it was stated that it would come out of non-salaries. J. Walsh inquired about the school busses. G. Smith spoke about plans for outsourcing the transportation portion of the bussing program to reduce costs.
- The School Committee adjourned at 8:03PM

Documents or Exhibits for this Matter:

- FY 2017 School Department proposed budget.

Votes Taken Under this Matter :

- None

TOPIC / MATTER #3

Discussion on FY17 Budget

Summary of Matter Discussed :

- The Chairman stated that he was notified about a 2 ½ % increase from Pioneer Valley Planning. A motion was made to approve the increase. The motion was seconded and there were 6 in favor and 1 opposed.
- The Chairman spoke about being contacted about engaging the elected boards regarding approaching the maximum tax levy. He stated that a member of the DPW, The School Committee and the Board of Selectmen have a plan to bring before the Appropriations Committee, and would like to have the Capital Planning Committee included.

Documents or Exhibits for this Matter:

- None

Votes Taken Under this Matter :

- A motion was made to approve the increase. The motion was seconded and there were 6 in favor and 1 opposed.

TOPIC / MATTER #4

Meeting Minutes Approval – January 26, 2016

Summary of Matter Discussed :

- The January 26, 2016 Appropriations Committee meeting minutes were reviewed. A motion was made to approve the January 26, 2016 Appropriations Committee meeting minutes. The motion was seconded.

A motion was made to amend the minutes to add that the Board of Selectmen asked the Town Accountant to speak on their budget. All were in favor of the motion as amended.

Documents or Exhibits for this Matter:

- January 26, 2016 Appropriations Committee meeting minutes.

Votes Taken Under this Matter :

- A motion was made to approve the January 26, 2016 Appropriations Committee meeting minutes. The motion was seconded.

A motion was made to amend the minutes to add that the Board of Selectmen asked the Town Accountant to speak on their budget. All were in favor of the motion as amended.

8:24 PM: Motion to Adjourn

Next Meeting: February 9, 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