

APPROPRIATIONS COMMITTEE
Meeting Minutes

For the Meeting Held On March 1, 2016
Meeting Time : 6:30 pm

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

Meeting Posted On: **Day:** Wednesday **Date:** 02 / 24 / 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: Greg Neffinger, Ralph Page

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

Yes		No	x
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TOPIC / MATTER #1
HR Department

Summary of Matter Discussed :

- The Chairman opened the meeting with a roll call and read a memo he received from the Superintendent of Public Works regarding the Board of Selectmen's request for funding of a Human Resources Department.
- The Chairman read an email he received from the Superintendent of Schools regarding the development of an East Longmeadow Human Resource Department. G. Neffinger followed with a description of the School Committee's support for the Human Resource Department and gave an explanation about the role the Human Resource department takes for the DPW and School Committee in West Springfield.
- The Chairman spoke about the Town of Longmeadow have a disciplinary process through their Human Resource department and added that it helped to contain a lot of legal costs associated with problems.
- A discussion followed about the staffing for the Human Resource department.

Documents or Exhibits for this Matter:

- Board of Selectmen request for funding of a Human Resources Department memo;
- Development of an East Longmeadow Human Resource Department email.

Votes Taken Under this Matter :

- None

TOPIC / MATTER #2

Review of Revised Department Budget – Planning Department

Summary of Matter Discussed :

- The Chairman gave a description of a revised FY17 budget request for the Planning/Conservation/Zoning department that was submitted, and explained that a vote was previously taken on the base budget. The Chairman stated that the revised budget includes an increase in stipend for the elected officials.
- Discussion followed about departments that have resubmitted their budget requests and if the requests for increases for elected officials should be required to be presented at town meeting for approval.
- A motion was made to approve the Planning/Conservation/Zoning revised base budget of \$147,906.13 representing a 0% increase over the FY16 budget. The motion was seconded. Discussion followed. The vote is: 3 in favor, 3 opposed – tie vote. It was decided to revisit the vote at another meeting.

Documents or Exhibits for this Matter:

- FY17 Revised Planning/Conservation/Zoning budget request

Votes Taken Under this Matter :

- None

TOPIC / MATTER #3

Human Resource Department

Summary of Matter Discussed :

- R. Denver gave an explanation of the process he went through in acquiring information regarding his request for information pertaining to lawsuits in the town, and the type of information that he received.
- A discussion followed about the Board of Selectmen wanting to have a salary survey completed for the town, and if a committee structure can be put in place for hiring of the Human Resource Director. A description followed about the Police Chief Search Committee.
- The Chairman stated that a Human Resource department would be long term to run a \$55,000,000 service department and could take care of many problems that the town is dealing with.
- Discussion followed about the DPW and School Committee's support of the Human Resource department and having their vote of support for the department
- The Chairman gave a description of Longmeadow's Human Resources structure and their relationship with department heads. R. Denver spoke about the Human Resource structure for Greenfield.
- A motion was made to approve the \$146,250 Human Resource Department base budget request. The motion was seconded. Discussion followed.
A motion was made to amend the original motion of \$146,250 for establishment of a Human Resource Department conditional upon the vote of the School Committee to endorse the letter sent to the Appropriations Committee. The amended motion was seconded and all were in favor of the amended motion.
The Chairman read the original motion as amended. The vote was 5 in favor and 1 opposed to the original motion as amended.

Documents or Exhibits for this Matter:

- FY17 Human Resource department budget request

Votes Taken Under this Matter :

- A motion was made to approve the \$146,250 Human Resource Department base budget request. The motion was seconded. Discussion followed.
A motion was made to amend the original motion of \$146,250 for establishment of a Human Resource Department conditional upon the vote of the School Committee to endorse the letter sent to the Appropriations Committee. The amended motion was seconded and all were in favor of the amended motion.
The Chairman read the original motion as amended. The vote was 5 in favor and 1 opposed to the original motion as amended.

TOPIC / MATTER #4

Discussion on FY17 Budget/Sources & Uses

Summary of Matter Discussed :

- Discussion began about making adjustments in the Police line item in the FY17 Sources & Uses Projections document to compensate for a lower wage for the Police Chief. It was decided that the Chairman would send correspondence to the Board of Selectmen to notify the Appropriations Committee regarding the wage for the Police Chief, and if not done, then the Appropriations Committee will make an assessment based upon a best guess.
- A discussion followed about the casino mitigation, and it was determined that the Chairman would inquire about the status.
- The Chairman gave an explanation about the amendments that were made to the FY Sources & Uses document based on decisions made at the last meeting. The Chairman spoke about the amounts shown for the projected tax rate, and gave the adjusted total without debt exclusion.
- The Chairman gave a description of the changes that were made to the FY17 Sources & Uses Projections document. He stated that transitional expenses were removed. The Chairman spoke about the Appropriations bottom line target amount from November and with what has been approved to date, is now at 2% over FY16.
- The Chairman spoke about the projected unused levy capacity amount, and proposed increases in Health Insurance premiums that will impact that amount. Discussion followed about prior years increases in the health premiums. The Chairman stated that he will have additional information for the next meeting as Scantic Valley Health Trust will be meeting to vote on the increase.
- The Chairman asked all the committee members to review the FY17 Uses for the next meeting, and bring any suggestions they might have.
- A discussion followed about the Accounting department's supplemental budget request. The Chairman stated that supplemental budget requests will be looked at during the next meeting.

Documents or Exhibits for this Matter:

- FY17 Sources & Uses; FY17 Sources & Uses Projections

Votes Taken Under this Matter :

- None

TOPIC / MATTER #4

Meeting Minutes Approval – February 23, 2016

Summary of Matter Discussed :

- The February 23, 2016 Appropriations Committee meeting minutes were reviewed. A motion was made to approve the February 23, 2016 Appropriations Committee meeting minutes and indicate that S. Pizzanelli was present at that meeting. The motion was seconded and all were in favor of the motion as amended.

Documents or Exhibits for this Matter:

- February 23, 2016 Appropriations Committee meeting minutes.

Votes Taken Under this Matter :

- The February 23, 2016 Appropriations Committee meeting minutes were reviewed. A motion was made to approve the February 23, 2016 Appropriations Committee meeting minutes and indicate that S. Pizzanelli was present at that meeting. The motion was seconded and all were in favor of the motion as amended.

8:01 PM: Motion to Adjourn

Next Meeting: February 8, 2015 – 6:30PM – 328 North Main Street – Conference Room

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