

APPROPRIATIONS COMMITTEE
Meeting Minutes

For the Meeting Held On March 15, 2016
Meeting Time : 6:30 pm

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

Meeting Posted On: **Day:** Wednesday **Date:** 03 / 10 / 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:

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 Supplemental Budget Requests

Summary of Matter Discussed :

- The Chairman opened the meeting with a roll call.
- The Chairman gave an explanation of speaking with Peter Frasier of First Southwest Company and receiving data from him regarding the town's debt. The Chairman stated that he will bring the data for the next meeting so that the committee can decide on a good level of debt, and added that he will use similar communities with AA+ ratings for comparisons.
- The Chairman read correspondence from the Fire Chief regarding increased overtime expenditures due to increased incident responses.
- The Chairman read a second correspondence from the Fire Chief regarding the new staffing hours and the average cost of calls with the new schedule.
- The Chairman gave a description of the FY17 Supplemental Budget request from the Accounting Department. The Chairman explained that the supplemental request includes a request of \$22,247.31 for an additional accounts payable person for the Accounting Department, with \$200.00 to advertise the position and \$125.00 for the cost of a physical, and an additional request of \$10,000.00 to cover amounts for re-grades of staffing.
- A motion was made to approve \$22,247.31 for an additional accounts payable person for the Accounting Department, with \$200.00 to advertise the position and \$125.00 for the cost of a physical. The motion was seconded. Discussion followed about the timing of the additional staffing. The vote is as follows: 3 – in Favor, 1 – Opposed.
- Discussion followed about the FY17 Supplemental Budget request from the HR Department. The Chairman stated that no action is needed as the request is a transfer from one department to another.
- Discussion followed about the FY17 Supplemental Budget request from the Police Department. No action was taken.

- No action was taken on the FY17 Supplemental Budget request from the Treasurer's department. No action was taken.
- No action was taken on the FY17 Supplemental Budget request from the Recreation Department.
- Discussion began about the FY17 Supplemental Budget request from the Assessor's Department for \$2,500 for mapping services. A motion was made to approve the FY17 Supplemental Budget request from the Assessor's Department for \$2,500 for mapping services. The motion was seconded. The vote is as follows: 3 – in Favor, 1 – Abstain.
- Discussion began about the FY17 Supplemental Budget request from the Library. It was decided that more information is needed before a vote can be made on the supplemental budget request.
- Discussion began next about the FY17 Supplemental Budget request from the D.P.W. for the storm water management plan. It was determined that more information is needed before a vote can be made as there are unanswered questions. J. Broderick will contact the Superintendent of Public Works and bring information to another meeting. The Chairman read the items and their costs included in the supplemental request.

Documents or Exhibits for this Matter:

- FY17 Supplemental Budget requests.

Votes Taken Under this Matter :

- A motion was made to approve \$22,247.31 for an additional accounts payable person for the Accounting Department, with \$200.00 to advertise the position and \$125.00 for the cost of a physical. The motion was seconded. The vote is as follows: 3 – in Favor, 1 – Opposed.
- A motion was made to approve the FY17 Supplemental Budget request from the Assessor's Department for \$2,500 for mapping services. The motion was seconded. The vote is as follows: 3 – in Favor, 1 – Abstain.

TOPIC / MATTER #3

Review of FY17 Sources & Uses

Summary of Matter Discussed :

- Discussion began about the newly Compensated Absences Fund, what it consists of and the funding level of the fund. It was determined that more information is needed. The Chairman gave an explanation about the uses of the fund. A motion was made to take \$25,000 from the Reserve Fund, take \$25,000 from OPEB and take \$25,000 from the Compensated Absences balance. The motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- FY17 Sources & Uses

Votes Taken Under this Matter :

- A motion was made to take \$25,000 from the Reserve Fund, take \$25,000 from OPEB and take \$25,000 from the Compensated Absences balance. The motion was seconded and all were in favor.

TOPIC / MATTER #4
Meeting Minutes Approval – March 8, 2016

Summary of Matter Discussed :

- The March 8, 2016 Appropriations Committee meeting minutes were reviewed. A motion was made to approve the March 8, 2016 Appropriations Committee meeting minutes. The motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- March 1, 2016 Appropriations Committee meeting minutes.

Votes Taken Under this Matter :

- A motion was made to approve the March 8, 2016 Appropriations Committee meeting minutes. The motion was seconded and all were in favor.

7:43 PM: Motion to Adjourn

Next Meeting: March 29, 2015 – 6:30PM – 150 Somers Rd – Fire Dept. – 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