

Conway Finance Committee
Minutes
Monday Feb 25, 2013 7:00 PM
Town Office

Members Present: James Cabral, Jim Bosman, Andrea Llamas, Roy Cohen, Tanya Campbell (Robert Stone absent). Guests – Jan Warner and Selectboard.

Next Meetings

Monday March 4 7 PM Fin Com at Town Office (Prior to 8 PM Town Caucus at Town Hall)
Monday March 11 7 PM Budget Hearing with SB at Town Office
Monday March 18 7 PM Special Town Meeting at Grammar School followed by Budget Hearing with SB location TBD.
Monday March 25 7 PM Budget Hearing with SB at Town Office (Includes School Committees)
Monday April 1 Likely Fin Com Meeting
Monday April 15 Likely Fin Com Meeting
Thursday April 18 Warrant Articles Deadline
Monday April 22 – Likely date for final joint meeting with SB to finalize warrant.
Monday May 13th 7:30 PM Annual Town Meeting

Review/Approve Minutes

Postponed due to lack of time.

Review/Discuss Article 2

Audit is being done annually at this time. We don't have to do it annually, only required to do it every two years, but we increased the frequency to get things cleaned up. \$12,840 was in an article. Federal audit is \$3-\$4K and will be taken from that article and then the balance will be closed out to free cash. Discussed the possibility of moving back to audit every two years. Jan supported continuing with an annual audit for now.

Assessors – there was a new sheet from Lee. Showed a \$1500 for GIS software. Lee turned up at 7:25 PM and said that is an annual maintenance expense so that needs to go in the operating budget. The \$15K shortage due to the Verizon refund and will need a special article to fund that. The interest portion of it, Andrea suggested we could fund that out of Reserve. The special article for the reval will need to be \$9500. SB will request Assessors to identify what can be closed out to overlay surplus and that can be a funding source for the Verizon refund and/or the reval.

Town Admin Dept 150 – there is a move to consolidate the line items but we are going to ask that it not be consolidated too much. Also the \$2500 for professional and technical services was moved to this budget from the SB budget. But there is a question if it was added twice in this iteration so Jan is going to go back and take a look at that and the line item consolidation. The larger dollar question here is the part-time clerical that was included here for \$15/hour 18 hrs per week. O'Rourke indicated that he wanted to have something in the budget for that resource. Will be revisited after they figure out how much the Town Admin is going to cost.

Legal Dept 151 – O'Rourke indicated \$15K is a better placeholder for this than \$10K but that some of it might get covered by insurance.

Planning Board Dept 175 – Fin Com and SB are questioning what the planning board is going to spend \$3500 on. Need to have a joint hearing with Planning Board.

Building Maintenance Dept 192 - \$17K increase here because Jan proposes that the town consolidate all of the mowing expenses into one account. Rick indicated that this would simplify the billing process but he supports continuing to use the trust fund monies as in the past. Andrea suggested there might be a way to support the alternate funding sources while maintaining a consolidated accounting method. Rick will follow up on this with Jan and Joyce. The amount that goes on Article 2 or a separate article will be minus the funding from the trust funds. Then there could be a separate article that calls out the rest of the mowing costs and how those will be funded by the various trust funds. Or not. Confusing discussion here. Rick is going to follow up on this to clarify possible course(s) of action.

Fire 220 – Roy will check with Bob Baker about the increase in the Fire Dept Equipment account. Need to have a joint budget hearing with Bob to discuss this and the cruiser replacement request.

Ambulance 231 – \$15K on Article 2, balance of operating budget from Receipts Reserved, and then whatever is left in Receipts Reserved can go into the Stabilization. These require separate articles.

Tech Schools 320 – Jan says we still don't have a final number.

Highway 422 – Rick reported that Ron Sweet thinks 1 super and 3 workers is sufficient. Used to have 4 workers, so that part of the budget is coming down. But it also appears Ron is asking for a large increase in super's salary. Need to have a joint hearing on the Highway budget.

Board of Health 512 – Revenues from Waste District have been historically been held in escrow in a Waste District account, and used to defray various operating costs, thus lowering overall BOH budget request. Such escrow accounts have fallen out of favor. The Waste District proposes that towns set up revolving funds to hold these revenues or take the revenues into the general fund. Fin Com and SB would like the revenues to come to the general fund henceforth. Moving forward, we are going to ask the BOH to budget their full expense budget. This will mean a \$16K check will come to the town from the Waste District to close out the escrow account. Moving forward the Waste District will submit revenue checks and they will go right into the general fund along with all other revenues generated by the BOH such as what they collect for disposing of tires. Need to have a joint hearing on the BOH budget.

Veterans Service 543 – corrected the amount from \$12,603 to \$9,603 due to a math error.

Parks and Rec 630 – No increase. Rick confirmed that they are closing out the capital articles with money left over from the play structure and tennis court re-surfacing.

Frontier Capital Improvement Bond – Andrea said the amount changes every year based on the enrollment.

School Roof Repair 751 – this is new for the next 5-years for the balance of the project cost.

Short Term Interest 752 – this goes away because the interest is included in 751.

FRCOG 830 - \$2902 increase here partly due to increase in the accounting services.

Benefits 900 – Jan reported that most of the \$20K increase was due to the Franklin Regional Retirement increase. Health insurance budget method was take January bill, multiplied by 12, added Family, Individual, EE+1 as buffer.

Jan proposed a budget hearing schedule as follows (note-taker lost track of the details as to what departments would be scheduled when):

March 11

March 18 after Special Town Meeting

March 25 (Includes School Committees)

Andrea brought up the Road Machinery Earnings account. This special revenue account should be ended and moving forward that money should go into town general receipts. Draft of sources and uses proposes wiping out the balance of that account by putting it towards the new backhoe.

Jim asked about the \$35K that was left over in the South River Retaining Wall project and if we could use that as a source of funds. Rick reported there was an accounting error and only \$8700 is left there.

Vacancies – FRCOG filled their vacancy three weeks ago and now Joyce is here all day on Mondays from 8-4. Town Administrator position - they are reviewing applications. There will be a decision on the Highway super in a couple of weeks.

Jim raised the question of the Conway Pool organization and a possible request for town funding, and explained that he had been contacted by the reporter from the Recorder asking about whether or not it would be legal for the town to appropriate funds to donate to the pool repair costs. SB indicated that there will be an article on the STM warrant, a straw poll, to get a sense of whether or not the townsfolk want to take a couple hundred thousand dollars from some trust funds and put it towards the pool work. Jim asked if there would be a request for funding for the pool repairs from Free Cash. O'Rourke indicated that this might be discussed at the STM. Rick indicated that such a request could come by petition also. James and Roy indicated that the latest report from the pool group is that they are optimistic that funds can be raised from private donations and won't require town money.

Fin Com and SB ended their joint hearing at approximately 9:45 PM

Fin Com voted unanimously to approve a \$500 Reserve Fund request for Dog Warden Mileage for Joe to attend the mandatory certification.

Adjourned at 10 PM.