

Conway Finance Committee
Draft Minutes
Tuesday, February 18th, 2014 7:00 PM
Town Office

Members Present: Jim Bosman, Tanya Campbell, Andrea Llamas, Liz Braccia, Bob Stone (Roy Cohen absent).

Next Meeting Date

Monday, February 24th, 7PM Fin Com to review capital requests then requesting 8 PM joint meeting with Selectboard.

FY15 Budget Review

Assistant to the Town Administrator

Liz said she would like to see this included in Article 2, raise and appropriate, rather than as a separate article. Andrea noted that why would you do it as a separate article if you are going to approve it, it will become an on-going expense and will need to go into Article 2 the following year.

Winter Roads

Andrea asked if anyone knows if Conway has gone over budget in winter roads, because Fin Com Ch44 Section 17D is supposed to vote to approve it as well as the Selectboard. It is a technicality but it is required just so the Fin Com knows. Because at the end of the year, a decision has to be made as to how to cover the deficit.

Library Dept 610

In past years, this was not on Article 2 but it was done as a stand-alone article. Need to ask Tom H if it still needs to be done that way or if it is OK to have it on Article 2 this year.

Fin Com Dept 131

Reduce this from \$300 to \$200 because historically the only expense is the ATFC dues which has been \$126/year. \$200 will cover some expenses if we send someone to the ATFC annual meeting.

Audit

Tanya, Liz and Andrea questioning why this needs to be done every year. They are only aware of requirements to have one every other year.

Assessors Dept 141

We need information about what is going on with the salary and wages.

Town Administrator Dept 150

Fin Com feels that it makes sense to have the part time assistant included in the Article 2 line item, rather than as a separate article.

Legal Dept 151

This looks OK because in FY13 \$7K was spent.

Town Clerk Dept 161

No concerns.

Board of Registrars Dept 162

No concerns.

Elections Dept 163

No concerns.

Debt Service Dept 750

No concerns.

Town Insurance Dept 193

Tom is still looking at the Insurance Agent Fees (Berkshire Insurance Group). Andrea suggested that the town go without an agent and put it out to bid to avoid the fees.

Employee Benefits Dept 900

No concerns.

Personnel Committee Dept 190

There is \$2000 here which was supposed to be for having the employee handbook printed up. Bob is not concerned about cutting this budget. Tanya noted that her folks have a printing shop and it would not cost that much. Agreed to put it at \$100. Jim would like to understand what the HR consultant is doing. More discussion about why the handbook has not been approved. Not clear what the issues were between the Personnel Committee and the SB that caused some many to resign.

Parks and Rec Dept 630

No concerns.

Historical Commission Dept 691

No concerns.

Festival of Hills Dept 692

No concerns.

Conservation Commission Dept 171

No concerns.

Planning Board Dept 175

No concerns.

ZBA Dept 176

No concerns.

FRCOG Dept 830

Can't figure out what the number should be here because some pieces of the FRCOG may be budgeted in the Board of Health or Emergency Management and Accounting.

Police Dept 210

Based on the underspending in the Hourly category, we are questioning how it comes up with the part-time salary budget. Is it by hours or shifts? What rate? If they are not using it all, can it be trimmed? Liz will discuss with Chief Ouimette.

Fire Dept 220

No concerns.

Ambulance Dept 231

No concerns.

Emergency Management Dept 291

No concerns. Maybe the FRCOG thing that is emergency related could go here.

Dog Officer/Animal Control Officer Dept 292

No concerns.

Tree Warden Dept 294

No concerns.

Highway Dept 422

We would like to have a budget hearing with Ron Sweet to understand how Chapter 90 is being spent in light of the increase in the operating budget for materials. Chapter 90 gets rolled forward if you don't spend it. Some towns save it up for 2-3 years to do a big project. We are interested in the projects that are planned for this year's construction season. The \$352K request for FY15 represents a 20% increase over two years (was \$292K in FY13). Also there are some concerns about adding the FTE when the staff was reduced from FY13 to FY14. Looks like the winter roads budget is not getting hit properly.

Building Maintenance Dept 192

What does Electricity – Outdoors consist of?

What is the plan for spending the building maintenance and repairs accounts?

We would like to have a budget hearing for this one with SB and Tom H.

Review mowing situation again.

Schools

Jim and Andrea gave a report back from the four-town school budget meeting where Andrea presented the report for the Sustainability Committee which was for the district to hire consultants to gather information and make recommendations on sustainability in the face of declining enrollment.

Board of Health Dept 512

This department continues to turn back a relatively high percentage of their budget at the end of the year. They were 28.8% under budget for FY13. There seem to be lots of small accounts that are “just in case” budgets, with extra padding built in all over the place. Two that stick out are the \$2K for building repairs and the \$1500 for Rabies. 2 Supplies accounts with a combined budget of \$2700. FY13 expense was less than \$600.

Council on Aging Dept 541

No concerns.

Veterans Dept 543

No concerns.

Review of Minutes

None reviewed.

Adjourned at 9:45 pm