

Town of Charlton
Finance Committee Minutes
Zoom Meeting

Date: April 29, 2020 Meeting came to order at 6:04pm
Minutes taken by: Ashley Obrzut, Clerk

Attendees: Henry Camosse- Chairman, Joe Spiewak, John Grondalski, Jason Julian, Carol Brodeur, Keith Johnson

Absent:, Maura O'Connor, Cory Hanson,

Guests: Donna Foglio- Town Finance Director, Andrew Golas-Town Administrator

1. Call meeting to order at time

- a. Hank Camossee Called meeting to order at 6:04 PM On Wednesday April 29th

2. Approval of Minutes from April 15, 2020

- a. John Grondalski made a motion to accept minutes as amended, Carol Brodeur Second. All in favor. The motion to pass the minutes from April 15th 2020 as amended passes. (Roll call all members present say yes)

3. Draft Budget Review

- a. Andrew Goals mentions we dropped local receipts from the original numbers (due to COVID-19) we wanted to be more cautious with numbers. Also, he is making the committee aware of a possibility to the school funding being less than what they anticipated due to COVID-19. So, we might have to fund more towards the school if that happens. The more conservative with numbers we are now the better we will be at the end of year. (Incase things do not recover as fast as we would hope)
- b. The new growth numbers are lower than last year, this number comes from the assessor's department. Donna is mentioning that even though this number is lower than last year, the building department is not seeing a difference in permit issuing. Their office is still going strong with permit issuing.
- c. Andrew is suggesting we back down the number for Contract Obligations (under the board of selectmen) since we added these to the HR contract obligations, we will back this down. Also backing down the Environmental line. The salary increases are due to the Pay Equity, and making some positions exempt. (This goes for all pay changes throughout the budget)
- d. The Finance Reserve account was brought down from the request of \$200,000, to \$125,000. Hoping that FY20 was not the usual trend that we should not go through it as fast. Donna is stating that old administration used to use the Environmental line and contract obligation lines for things departments needed, and if she funded them, they would not have to go to Finance Committee for money. So by taking money from these

two lines and giving the departments closer to what they asked for in budget they shouldn't have to come to Finance Committee unless it's an extreme emergency.

- e. No changes on Finance, Assessors, Treasurer Collector (From Finance Director amounts to Town Administrator columns), Town Counsel is the same as prior years.
- f. Human Resources, the director salary falls in with pay equity. Rather than promoting and changing the job title of the admin assistant currently, to a confidential generalist, but keep them as an admin assistant. We added the HR Contract Obligations line in this year to prepare for retirements and contract negotiations.
- g. No Changes in Town Clerk.
- h. For Conservation there are no changes except for environmental management line. We are going to keep the stormwater piece of this line but back out the lakes and ponds due to the unknown of funds. We can revisit this at October Town Meeting. We did fund additional hours to the Admin Assistant.
- i. No changes on CRMPC (this is the amount we are assessed from CRMPC), No Changes on Planning Board.
- j. With removing the floater position (which would not be funded until next calendar year), we needed to fund a ZBA assistant for half year.
- k. The only changes in Municipal offices is the half year funding of the Floater.
- l. No changes in IT, no changes with Cable (hoping to have the contract signed by Town Meeting), Town Reports is the same as prior year. Municipal Gas & Diesel was brought down due to lower gas prices and less usage.
- m. Police Department, there was a duplicate position which notes the change between Finance Director and TA recommendation amounts. Also, this includes a 5th dispatcher. The Vests and Investigations were cut from the original request from the Chief. We are working on trying to get the Vests fully funded from some grants
- n. No changes in Fire/EMS, NO changes on Building Department, NO changes in Sealer of Weights and Measures, NO Changes in Animal Control.
- o. We will need to wait and see on the States revised revenues for the schools, but right now we have no changes between TA and Finance Director numbers.
- p. DPW, their union is up for contract negotiations right now. We are funding an additional laborer, but if the school needs more money, we could cut that staff (any new staff member would be cut if the school comes back with a higher number). We did decrease the Tree Removal account a little bit.
- q. Snow and Ice was brought down \$25,000.
- r. No Changes in Street Lighting, no changes in Cemetery Department. However, we did add an overtime line this year for the Cemetery Superintendent which was not included last year. Due to the pay equity act we agreed that we needed to make this position the same as the Highway Foreman position. (He is eligible for overtime)
- s. There was an increase on the Health Agent salary due to COVID-19, he can work additional hours (he was capped because he is retired and can only make a certain amount). We calculated half year at his current rate (with full time hours), then the remainder of the year at his capped rate. We also added hours to the department assistant.

- t. Council on aging, we backed out the activity's coordinator position at this time, all other requests were in line with budget request
 - u. No Changes in Veterans (could have more eligible Veterans due to COVID-19 Crisis, but we are unsure if that would happen), No Changes in Library, No changes in Recreation, No Changes in Historical Commission or Historical District.
 - v. We brought some of the money down in Debt Services to conserve funds where we may need other places (we took out some funds that we set aside for the Public Safety Building).
 - w. Group health insurance was brought down a little bit but all other under retirement is the same.
 - x. Donna is suggesting that if Finance Committee wants to bring up the reserve fund balance, we take it from Free Cash in October. Hank is suggesting we find it now and have the \$200,000 from 7/1. Donna is offering to do a 5-year average of how much Finance Committee has spent, thinking that FY20 was just an off year.
 - y. The Water/Sewer Budget, the salaries are all coming from Sewer this year as we do not have as much work with Water this year since the water line is finished. They also cut the 1 additional staff member.
 - z. IF the Police Chief chooses not to retire, we could use the funds in the HR contract obligations budget to put more money into Fin Com Reserve
 - aa. Joe Spiewak Makes a motion to support the Budget Recommendations from the Town Administrator First Round. John Grondalski Seconds. Roll Call Vote, all members present vote yes (Carol was absent for the vote). Motion Passes
 - bb. May13th Meeting with Board of Selectmen, then meeting with the Dudley Charlton School District on May 20th.
- 4. Review 2019 Town Audit**
- a. Henry requests the Committee to read over the Audit report and any comments or suggestions email to Donna and the Committee.
- 5. Other Agenda Items not known at the time of this posting**
- a. N/A
- 6. Adjourn Meeting**
- a. Motion to adjourn meeting at 7:28pm made by Keith Johnson. John Grondalski Second. All in Fav roll call vote. Meeting Adjourns at 7:28 PM on April 29th.
- 7. Next Meeting – MAY 13th 6PM with Board of Selectmen**

Town of Charlton Finance Committee Meeting Minutes April 29, 2020

Zoom
MTG

Voted:

X <i>[Signature]</i> <hr/> Henry Camosse Jr.	X <i>Approve</i> <hr/> Joseph Spiewak
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X <i>Approve</i> <hr/> John Grondalski	X <i>Approve</i> <hr/> Carol Brodeur
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X <i>Approve</i> <hr/> Keith Johnson	X <i>Approve</i> <hr/> Jason Julian
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X <i>Absent</i> <hr/> Maura O'Connor	X <i>Absent</i> <hr/> Cory Hanson
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