

FINANCE COMMITTEE MEETING

January 18, 2012

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Meeting Date: January 18, 2012

Called to Order: 6:00 PM

Location: 1 Avenue A, Turners Falls MA

Finance Committee Members Present: John Hanold, Michael Naughton, Andrew Killeen, Roy Rosenblatt and Lynn Reynolds

Others Present: Carolyn Olsen (Town Accountant), Lynn Bassett (Gill-Montague Regional School District's Director of Business and Operations)

Minutes

Finance Committee Moved:

To approve the minutes of January 11, 2012.

Vote: 5 In Favor 0 Opposed 0 Abstained

Schedules I & II

Schedules for elected officials and non-union employees were presented as shown below.

Changes from Fiscal Year 2011.

- Schedule I - Step increases for full-time elected officials (comparable to what is granted to union employees).
- Schedule II – Add rates for per-diem dispatchers. These employees are not in a union and should be shown on this schedule. The pay range is the hourly range for Town of Montague Employee Association employees on the same grade.
- Schedule II - 1.5% increase for non-union employees who have been at the top step for at least one year (comparable to what is granted to union employees).
- Schedule II – The request for the Animal Inspector has increased from \$1,014 to \$1,500. The Animal Inspector stipend has been \$1,014 for many years. The animal inspector is required to inspect all barn animals. The Animal Inspector is also on call to quarantine animals that bite people and pets that have been bitten by an unknown or wild animal. The town has approximately 60 barns that must be inspected and reported on annually.
- Schedule II - The request for the Barn Inspector has increased from \$339 to \$500. The Barn Inspector stipend has been \$339 for many years. The town has approximately 60 barns that must be inspected and reported on annually. Many barns are located in out of the way places on some rough, unpaved roads. Gina McNeely, the Director of Health, has had a pack of loose goats run right up the hood of her truck towards the windshield. Disease control (preventing a disease from being carried from one property to another) is critical.
- Ms. McNeely favors a regional inspector who would be responsible for all barn/animal inspections and quarantines for several towns. Alternatively, a part-time health inspector could be given these duties for Montague.

SCHEDULE I
Elected Officials

<u>TITLE</u>	<u>FY11</u> <u>ACTUAL</u>	<u>FY12</u> <u>BUDGET</u>	<u>FY13</u> <u>REQUEST</u>	<u>FY13</u> <u>RECOMMEND</u>
MODERATOR	327	327	327	327
BOARD OF SELECTMEN				
Chairman	1,000	1,000	1,000	1,000
Second/Third Members	1,000	1,000	1,000	1,000
BOARD OF ASSESSOR				
Chairman	1,000	1,000	1,000	1,000
Second/Third Members	1,000	1,000	1,000	1,000
TREASURER/COLLECTOR	60,942.82	61,848.80*	63,068.20**	63,068.20
*60,496.80 (8-17) plus Treasurer/WPCF stipend of 1,352				
**61,712.60 (8-18) plus Treasurer/WPCF stipend of 1,352				
TOWN CLERK	57,286.91	58,130.80*	59,313.80**	59,313.80
*(8-15)				
**(8-16)				
BOARD OF REGISTRARS				
Town Clerk	772	772	772	772
TREE WARDEN	1,267	1,267	1,267	1,267
BOARD OF HEALTH				
Chairman	1,000	1,000	1,000	1,000
Second/Third Members	1,000	1,000	1,000	1,000

Finance Committee Moved:

To approve Schedule I for Fiscal Year 2013 as presented above.

Vote: 5 In Favor 0 Opposed 0 Abstained

SCHEDULE II

Appointed Officials

<u>TITLE</u>	<u>FY11</u> <u>ACTUAL</u>	<u>FY12</u> <u>BUDGET</u>	<u>FY13</u> <u>REQUEST</u>	<u>FY13</u> <u>RECOMMEND</u>
ANNUAL STIPENDS				
BOARD OF REGISTRARS (3)	338	338	338	338
EMERGENCY MGMT DIRECTOR	5,490	5,490	5,490	5,490

SCHEDULE II

Appointed Officials

<u>TITLE</u>	<u>FY11 ACTUAL</u>	<u>FY12 BUDGET</u>	<u>FY13 REQUEST</u>	<u>FY13 RECOMMEND</u>
<u>ANNUAL STIPENDS</u>				
BURIAL AGENT	670	670	670	670
ANIMAL INSPECTOR	1,339	1,014	1,500	
BARN INSPECTOR*		325*	500	
*Included in Animal Inspector in previous years				
FOREST WARDEN	1,584	1,584	1,584	1,584

HOURLY RATES

ASST. BUILDING INSPECTOR/Inspect.	27.06	27.06	27.06	27.06
GAS INSPECTOR/Inspection	27.06	27.06	27.06	27.06
PLUMBING INSPECTOR/Inspection	27.06	27.06	27.06	27.06
ELECTRICAL INSPECTOR/Inspection	27.06	27.06	27.06	27.06

	<u>Ranges/hr.</u>	<u>Ranges/hr.</u>	<u>Ranges/hr.</u>	<u>Ranges/hr.</u>
EXTRA CLERICAL	8.00-10.00	8.00-10.00	8.00-10.00	8.00-10.00
ELECTION WORKERS	8.00-10.00	8.00-10.00	8.00-10.00	8.00-10.00
SUMMER HIGHWAY	8.00-12.00	8.00-12.00	8.00-12.00	8.00-12.00
SNOW PLOW DRIVERS	15.00-25.00	15.00-25.00	15.00-25.00	15.00-25.00
PART TIME POLICE OFFICER	14.62-16.00	14.62-16.00	14.62-16.00	14.62-16.00
PART TIME DISPATCHER			13.50-18.91	13.50-18.91
PARKS & RECREATION	8.00-25.63	8.00-25.63	8.00-25.63	8.00-25.63

NON-UNION EMPLOYEES NOT SHOWN ABOVE

<u>SALARIED</u>	<u>Grade</u>	<u>Range FY2012</u>		<u>Range FY2013</u>	
		<u>Start</u>	<u>End</u>	<u>Start</u>	<u>End</u>
TOWN ADMINISTRATOR	11	64,555.40	90,363.00	64,555.40	90,363.00
TOWN ACCOUNTANT	8	44,080.40	61,716.20	44,080.40	62,644.40*
CHIEF OF POLICE	10	61,661.25	86,362.29	61,661.25	86,031.40
DPW SUPERINTENDENT	10	61,661.25	86,362.29	61,661.25	86,031.40
DIRECTOR OF HEALTH	8	44,080.40	61,716.20	44,080.40	62,644.40*

SCHEDULE II

Appointed Officials

<u>TITLE</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY13</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>REQUEST</u>	<u>RECOMMEND</u>
LIBRARY DIRECTOR	9 44,651.88	62,483.40	44,651.88	62,244.00
WPCF SUPERINTENDENT	10 61,661.25	86,362.29	61,661.25	86,031.40

*includes 1.5% increase for employees on top step for at least one year as of anniversary date

HOURLY

SELECTMEN'S SECRETARY	5	16.35	22.86	16.35	22.86
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Informational Only: Fiscal Year 2013 budgeted wages

TOWN ADMINISTRATOR	87,869.90	DIRECTOR OF HEALTH	62,644.40
TOWN ACCOUNTANT	62,644.40	LIBRARY DIRECTOR	62,224.00
ACTING CHIEF OF POLICE*	68,621.70	WPCF SUPERINTENDENT	79,094.12
DPW SUPERINTENDENT	73,411.98	SELECTMEN'S SECRETARY	31,836.00

*plus additional 20% educational incentive

- Mr. Naughton asked why the top of the range for part time police officers was lower than the top range for part time dispatchers. Mr. Hanold will contact Chief Williams to review the part time police officer range before voting on Schedule II.

Regarding the request for increased stipends for the Animal and Barn Inspectors:

- Mr. Naughton is concerned that the increase for these inspectors will not be sufficient to solve the recruitment problem.
- Mr. Rosenblatt asked if this would be part of the requested part-time inspector, and if so it would make more sense to wait to see if the part-time inspector is approved. It was also unclear if the stipends would be included in or in addition to the part-time inspector's wages.
- Mr. Naughton asked if the Animal Inspector should be paid, at least in part, on a per call basis if the big part of a job is to be called in for quarantines.
- It was unclear as to whether any animal inspection was included in the Barn Inspectors job.
- Mr. Killeen noted that \$500 for 60 barns isn't much money.
- Mr. Hanold suggested we have Ms. McNeely come in and discuss this with the committee.

Schedule II will be reviewed again after these questions are answered.

Affordable Assessment Endorsement

The town is currently calculating the affordable assessment as 48.5% of the town's estimated revenues (net of excluded debt and most reserves, but including any Free Cash used for operating expenses) plus any excluded debt attributed to the Gill-Montague Regional School District. Current revenue estimates are \$15,593,000. Gill-Montague's share at 48.5% is \$7,562,605. Adding the estimated \$183,715 of excluded debt for Gill-Montague provides an estimated affordable assessment of \$7,746,320. This is an increase of \$170,137 (2.25%) from the Fiscal Year 2012 budgeted assessment.

The Summary Allocation page also showed some comparisons with the Technical Panel's Table B number for total assessments needed, Montague's share at 85.6%, a possible total for Montague's share, and the variance between that number and the Affordable Assessment. Mr. Naughton suggested that \$7,562,605 (affordable assessment net of debt) be compared to a different number from the Technical Panel, which is their calculation of a percentage of Montague's revenue equaling \$7,537,925. This comparison shows the Town's Affordable Assessment being about \$25,000 more than the Technical Panel's estimated assessment. Mr. Naughton said that the numbers from the Technical Panel will be revised when state aid estimates are received.

The Affordable Assessment detail and calculation was provided to Ms. Bassett.

Finance Committee Moved:

To send the Revenue Assumptions Detail and Allocation Summary sheets to the School Committee showing the current affordable assessment in total (\$7,746,320) and net of debt (\$7,562,605).

Vote: 5 In Favor 0 Opposed 0 Abstained

Mr. Hanold asked Ms. Bassett if the school was expecting a 3% increase in Chapter 70 aid as noted in the Technical Panel's Table B. Ms. Bassett replied that they had no specific information.

Mr. Hanold also wanted to send the message to the Gill-Montague Regional School District that if there is an issue with the Chapter 70 amount, that it should be viewed as a problem to be resolved by both the towns and the district, rather than the towns be expected to fund the entire gap.

Mr. Hanold asked if Ms. Bassett was aware of any new changes to the proposed budget that was presented last week. Ms. Bassett replied that there were no changes of this afternoon.

Proposed schedule for department meetings

- Mr. Hanold made a schedule based in part of responses from departments that want to speak to the committee.
- Mr. Hanold sent out messages to the Police Chief, DPW and WPCF Superintendents and both school districts with possible meeting dates.

FINANCE COMMITTEE MEETING

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- Gill-Montague can meet with us on March 7th.
- The Tech School can attend the February 22nd meeting.
- Mr. Hanold will check with Chief Williams on a February 1st date. There is also an important meeting starting at 6:30pm on February 1st, so Mr. Hanold asked if this committee could start at 5:30 that evening. This was confirmed.
- Mr. Hanold expects to offer more time to the Board of Assessors and Board of Health due to their requested changes and supplemental requests.
- Mr. Hanold is also planning to meet with the Town Clerk, Treasurer/Tax Collector, Planner, Board of Selectmen, Accountant, Libraries and Parks and Recreation for 15 minutes each.

Questions for Department Heads

- No additional questions have been received from committee members.

Topics not anticipated within the 48 hour posting requirement - None

List of Documents and Exhibits –

- Minute of November 16, 2011
- Minutes of January 11, 2012
- Revenue Assumptions Detail
- Summary of Allocation to Gill-Montague Regional School District
- Email from Gina McNeely (Director of Health) answering John Hanold's questions
- Initial budget schedule from October

Next Meetings

- 6:00 PM January 25, 2012 General Government
- 5:30 PM February 1, 2012 Public Safety
- 6:00 PM February 8, 2012 Public Works
- 6:00 PM February 15, 2012

Adjourned 7:08 PM