

**Finance  
Committee  
MEETING  
MINUTES**

**February 13, 2020**

**Town Hall**

**Paul Flaherty, Rick McGuire, Nick Ensko, Shawn Craig**

**Guests: Kelly McElreath, Derek Brindisi, Deb Teta**

The meeting was opened at 7:15 pm.

Recreation Commission presentation:

- Andrew St. George/ Rick Porter
- Budget has remained constant
- FY2019 \$252K and spent \$224K – 1<sup>st</sup> time revolving fund did not overspend. Programs were well run and will continue for FY2020.
- Rec Dir professional development: line item was increased by \$2,300. It would be for the national convention if it is decided for Andrew to attend.
- Concerts: There were 3 out of the 6 concerts. There was \$3,500 balance but there will be a concert in June for \$1,000. Thus \$2,500 to free cash. There will be 7 concerts this summer.
- Minimum wage: only affects lifeguards due to being paid out of the general funds. All other staff members are paid out of revolving and the amounts reflect the increase.
- Capital Budget out of Parks Revolving: This fund usually pays for some type of capital budget thus \$7,000 shows transparency. Discussion on where these capital expenditures and where they are located determine which revolving fund they are spent out of. It was discussed Recreation should develop a capital plan in order to show more transparency. Recreation will relook at their expenses and determine what ‘projects’ these funds would cover. Committee will send breakdown to Finance after their next meeting on 3/11
- Attendance at concerts: big attendance at 2 out of the 3 concerts. Estimate is 100 – 150 people attend.
- Trending high signups for Kids@Play so projections are positive where the revolving fund will continue to make a profit.
- Update of Leland Field: Project is estimated at \$700,000 to redo the fields and the courts. Part of the analysis is to determine if tennis court is adequate. This is an expense project based on our current financial situation. It was discussed Leland needs to be done in order to move forward with the masterplan at Kiwanis Beach. Capital plan showed analysis one year, project the next year for 10 years. It is recognized the projects will may not happen as planned. These expenditures qualify for CPC funds.

Motion by NE/RM to approve minutes form 1/22/2020; Unanimously approved

Town Manager, Derek Brindisi discussed the FY2020 Budget:

- \$900K in grants over the last year
- Police: 14<sup>th</sup> police officer and level funded budget
- Only \$9K in excess capacity so no additional expenditures.
- Part Time planner is the ‘big’ request-time is right with all of the work happening to have a Town Planner - \$40K based on comparative analysis of full-time position
- Pension liabilities is an 11% increase which is much more than our 2.5% increase levy

- Fire Chief is looking for \$160K for radios as well as HVAC and heating units for \$25K. With the recent roof replacement, fire station should be in good shape.
- Update on roof replacement- cost of \$250K where \$400K appropriated.
- Long term in 10 years to discuss Police Station replacement
- Concern about school pushing these projects out longer
- Another \$546,000 for Roads to continue pavement management program.
- Preventive maintenance for DPW. Last year \$10K allowed them to redo a truck for the next 10 years. Looking for \$20K this year to continue improving the equipment.
- Water and Wastewater have capital expenditures.
- One of the trucks blew an engine repair of \$25K will be paid out of snow removal. Current balance is 17K for rest of the winter months.
- Town Clerk increase of Assistant's hours to 20 hours per week
- Conservation Agent from \$12K to \$34k cost. Offset of revenues from Northbridge to make this position 30 hours per week where Upton/Northbridge 15 hours each. It is noted that revenue of \$23 in revenue from Northbridge and revolving account.
- Personnel issues – police retired 2 officers, 1 went to Westboro, 1 to another agency. Hired 2 new officers; fire – difficult to hire fire/paramedic; Department heads can retire within 5 years. Need a plan to recruit qualified individuals. There is a state wide initiative to recruit.
- Board of Health – trash and recycling will be increased 8.4% for FY2021 which is 43% since FY19. Meeting with BOS, BOH and Finance is needed. We could shift \$350k to the school as an example. Or consider doing private removal.
- Quick review of the school budget presentation.

Next meeting dates are Feb 26 for BOH and March 11 for Education. Town Manager will invite the Selectmen to attend.

Meeting adjourned at 9:25 pm.

Respectfully submitted,  
Kelly A. McElreath