

Board of Selectmen Meeting:
William Belden Training Room
Chairman:

Selectman Edmund Jaworski

April 19, 2018 @ 6:30 p.m.
Approved: October 9, 2018

Present:
Edmund Jaworski, Jr., Chair
Cindy Doty, Selectman
Marlene Michonski, Town Administrator

The meeting was called to order at 6:30 p.m. by Selectman Jaworski. He announced that Selectman Moriarty would not be present due to death in the family. Selectman Doty announced she will be gone on vacation next month.

No one was present for public forum.

Finance Committee – Paul Fisher, Darryl Williams, Betsy Rider and Shawn Robinson were present.

Selectman Doty moved to approve and Selectman Jaworski seconded the motion to approve AP warrant number 1039 for \$118,862.72. This had been previously signed. The motion was approved.

Posted Business

Town Administrator Report

Ms. Michonski said Baystate Municipal Accounting Group will use Vadar software program. Selectman Doty moved to approve software application agreement by Vadar. Selectman Jaworski seconded. The motion was approved.

Ms. Michonski brought to the Board's attention a request from Linda Milewski for the Real Folks to hold a bake sale/food sale on May 15th.

Selectman Jaworski moved to grant permission for a bake sale on Tues. May 15th. Selectman Doty seconded. The motion was approved.

Ms. Michonski gave an update on the financial meeting saying it was long but very productive. Mr. Cole had indicated that Sched A will be done the 1st week of May. He will talk with Tony Roselli, to ask about shortening the audit timeline.

There was discussion concerning whether the auditor would be done in time to get approvals for free cash for FY17 by June 30.

Mr. Williams said a Special Town Meeting might be needed. Selectman Doty said an off-season audit might be 2 weeks, and DOR may accept a draft.

Budget scenarios were discussed. Instead of \$50,000.00 stabilization, a cushion of \$37,000.00 was suggested. The town's anticipated revenues are usually conservative. Our accounts system is not in keeping with uniform accounting system for MA. Mr. Cole is reworking our chart of accounts so we can complete reconciliations and reports. He will take over A/P after our chart of accounts is redone. The current system is labor intensive. The new chart of accounts will be our general ledger. Mr. Geser and Mr. Cole will feed FY18 information in.

Ms. Palmisano said the Bridge St/Gore loan is coming off in FY19 but in FY20 we will be putting on 1 million 325; so it won't be an equal swap. Ms. Rider said she would like to see a chart to project the debt

load for the next 20 years. She then handed out some notes. Mr. Williams is interested in tracking debt and when items come off. There must be a balanced budget before the town can set the tax rate in the Fall. Ms. Michonski noted that in 2015 we had a town meeting in January. Mr. Williams said if we bring the \$133,000.00 budget to Annual Town Meeting, we could meet again in the Fall to balance, and get FY18 done by Oct 1st.

Mr. Fisher said he likes the plan of taking the risk with the level funding. Free cash will be available next year. Mr. Williams said the next 3 years will be tight. Ms. Palmisano noted that in 3 years some things will be coming off.

Mr. Williams said departments shouldn't be pitted against each other. Mr. Robinson said that going budget by budget would be hard. There was discussion around the 1% reduction asked of departments. Selectman Jaworski said he doesn't like it because depts. already brought level budgets. Ms. Michonski mentioned the IT budget isn't adequate and hasn't been.

Selectman Jaworski asked for the Finance Committee recommendation. Mr. Williams noted there is a slight possibility the town could see free cash. He said he didn't feel comfortable differentiating between departments regarding percentage reductions.. Mr. Genovese asked about Capital Planning. Loans cannot be taken for operating funds. Mr. Robinson asked if the town is prohibited from putting money in stabilization. Mr. Williams said it takes a 2/3 vote to get it out. Mr. Genovese asked if money transfers could be for expenses and salaries and was answered yes, by vote of Finance Committee and Board of Selectmen.

Ms. Rider would like to hear about Mr. Cole's phone call with the auditor. Ms. Michonski said the Board of Selectmen need to meet to sign the warrant and can sign without the budget being ready. A level funded budget does include the \$60,000.00 for Baystate. Ms. Michonski explained the \$30,000.00 consulting money for Mr. Cole is in for this year. Mr. Williams said he would like to wait to hear what Mr. Cole says after his meeting with Roselli auditors.

Mr. Williams hoped the town could keep a level funded budget if free cash became available. DOR won't release the number for the free cash. Free cash and stabilization were discussed. Ms. Palmisano commented that the town should put back at least a third. It was remarked that Mr. Genovese's cuts would need to be put back as well as the funds for the Jaws of Life.

The Fire Chief's letter was discussed. Mr. Williams asked when the Fire Department \$45,000.00 will be restored. Mr. Geser – it's an acct/timing issue. A form has to be certified that money was available when it was appropriated. Selectman Doty mentioned acceptance of a surplus truck and having gold leaf lettering and oak leaf sunglasses. She discussed paramedic service. Police Chief Dekoschak said paramedic equipment wasn't funded. Ms. Strzegowski said the Fire department should not be discussed when the chief isn't present. Selectman Jaworski said the paramedic equipment never got funded in the way it was supposed to be. Mr. Robinson asked if Mr. Cole can be present for the May 1st meeting.

Sending something out prior to Annual Town Meeting about the Treasurer/Collector positions being combined and possibly appointed is something the Finance Committee can do but not the Board of Selectmen. Finance Committee members also offered to pay for it. The town clerk can generate a spreadsheet of the voters who showed up for the last few elections. Mr. Williams said we can write a letter as Finance Committee to be available at Annual Town Meeting. Ms. Rider said having it out prior to Annual Town Meeting would show we've thought about it. Finance Committee to meet to discuss budget

and their letter on April 24th at 6:30 at Memorial Town Hall. Fire Chief Gaughan will also be invited to discuss his letter.

Tuesday May 1st is a department heads meeting and Ms. Michonski will follow up with Mr. Cole. Mr. Fisher moved to close the Finance Committee meeting. Mr. Robinson seconded. The motion was approved. Being approved, the Finance Committee meeting ended at 8:05pm.

Ms. Michonski asked if the Board could meet to approve the warrant Wednesday, April 25th at 6:00pm. Selectman Doty moved to adjourn. Selectman Jaworski seconded. The motion was approved and the meeting ended at 8:10pm

Respectfully Submitted,

Ki. J. Eno
Executive Assistant