

**APPROVED  
March 10, 2020**

**FINANCE COMMITTEE MEETING  
TUESDAY, FEBRUARY 11, 2020**

A meeting of the Finance Committee (FC) was held on Tuesday, February 11, 2020. Mr. D'Amico called the meeting to order at 7:05 PM.

**ATTENDANCE:**

PRESENT: Howard D'Amico (Chair), Michael Hutnak (Vice Chair), Sandy Kuipers, Heather Morin, Lynne Mussulli, Dick Vanden Berg

ABSENT: Carol Gogolinski, Phil Landry

NON-VOTING: Jeanne Lovett (Finance Director), John Furno (Highway Dept. Superintendent), Adam Furno (Building & Facilities Maintenance Manager)

**1. MEETING WITH HIGHWAY DEPARTMENT:**

Mr. John Furno spoke about the make-up of the Highway Dept. He has 5.5 personnel. He and Mr. Adam Furno also respond to fire and ambulance calls, as they are both EMTs. He has lost summer help and one full-time employee due to budget cuts. The Highway Dept. maintains 81 miles of public roads and 15 miles of private roads, clean 700 catch basins manually, mow, cut brush, etc.

The Highway garage is undersized. It was built in 1931. There is no wash bay and some equipment is stored outside.

Mr. John Furno reviewed the Tree budget. They were appropriated \$20,000 for tree removal last fiscal year. In the fall they asked for another \$50,000 for oak removal due to the gypsy moth crisis. They are now down to \$16,000. They have taken down 141 trees.

Mr. John Furno reviewed the Salaries, which is going up less than 2%. The only other change is an increase of \$7,500 due to stormwater management MS4 compliance to clean out detention ponds.

The paving budget has been cut due to finances. The Highway Dept. has also taken on maintenance for the Parks and Recreation and the Tree Warden.

One new truck has been ordered with Capital money from last year. There is another new truck on Capital for this year, along with a sidewalk tractor. A 1996 truck is still being used as a frontline sander/plow. Salt is at \$48/ton and Douglas is part of a co-op bid.

**2. MEETING WITH BUILDING MAINTENANCE:**

Mr. Adam Furno joined the meeting. He is responsible for maintaining the Municipal Center, the Police Dept., the Senior Center, the post office, the old VFW, the old fire station, the old grammar school, and he assists with maintenance for Fire, library, and Highway as needed. He is also the OSHA Safety Officer. There are no changes in his budget, and he is on track with his 5-year budget projections.

His Capital requests include: Municipal Center roof (\$345,000), units on the roof for the 2<sup>nd</sup> floor of the Municipal Center, post office interior and exterior painting, demolition of 19 Main Street (\$40,000), and post office A/C replacement (\$60,000). He reviewed the projects that are completed/underway and upcoming projects for the Municipal Center: the fire alarm system, weatherization, backup generator, and the gym window replacement.

The lease for the post office expires in January 2021. If the post office lease is renewed, the interior and exterior must be painted no later than 6 months after the renewal date (\$30,000-\$50,000).

A discussion was held, including the leaks in the Municipal Center roof.

**3. FY2021 REVENUE PROJECTIONS:**

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Ms. Lovett presented her projections updated from her fall presentation. She showed a history of the 2.5% New Growth, Debt Exclusions, Blackstone Valley Tech, Estimated Local Receipts, and Assessments.

Discussions were held regarding School Choice-Out, School Choice-In, State Aid, Special Education out placement costs, and the post office lease.

**4. RESERVE FUND TRANSFERS/VOUCHERS:**

There was only one Reserve Fund transfer for \$30,000 for a settlement for litigation.

Ms. Kuipers made a motion to approve the Finance Committee Reserve Fund transfer of \$30,000 to settle the claim as discussed. Mr. Hutnak seconded the motion. Vote: Aye-6.

**5. SNOW/ICE UPDATE:**

There have been 11 snow events so far this winter and approximately \$188,000 of the \$199,000 Snow & Ice budget has been spent. It costs just under \$7,000 to salt the entire Town one time. It costs approximately \$1,400/hour to plow.

Mr. D'Amico asked for an historical list of snow and ice events. Mr. John Furno presented an historical list of the annual amount spent for Snow & Ice.

Ms. Lovett said that the goal is to reach \$225,000 in this account by 2025.

A discussion was held regarding receiving FEMA funds for plowing during a state of emergency.

**6. OLD BUSINESS/NEW BUSINESS:**

**New Business:** There was no new business.

**Old Business:** There was no old business.

**7. NEXT MEETING DATES:**

The School and Board of Health will present at the 2/25/20 meeting.

**8. MINUTES: January 14, 2020**

Mr. Vanden Berg made a motion to approve the January 14, 2020 Finance Committee meeting minutes as presented. Mr. Hutnak seconded the motion. Vote: Aye-6.

**9. ADJOURNMENT:**

Mr. Hutnak made a motion at 7:59 PM to adjourn the Finance Committee meeting. Ms. Mussulli seconded the motion. Vote: Aye-6.

Respectfully submitted,

Mary Wright  
Recording Secretary