

## Event Details

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### Finance Committee

Tuesday, February 14, 2023

**Date:** February 14, 2023

**Time:** 7:00 PM

**Location:** Resource Room

**Address:** Douglas Municipal Center  
29 Depot St.  
Douglas, MA 01516

### Douglas Finance Committee Agenda

Town Hall

Depot Street

February 14, 2023

1. Call to order
2. Approve minutes of prior meetings as needed
3. Report of Town Administrator Matt Wojcik
4. Discussion/review: compensation table
5. Discussion: streamlining budget discussions with department heads
6. Update on schedule of who will appear before when
  - a. Feb. 28

- b. March 14: Douglas Public School; BVT
  - c. March 21 (if needed)
  - d. March 28
  - e. April 4?
  - f. April 11?
  - g. Town Meeting: Monday, May 1
- 7. Reserve Fund transfers as needed
  - 8. Open session for topics not reasonably anticipated 48 hours in advance
  - 9. Adjournment

# **Douglas**

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## **MASSACHUSETTS**

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### *CONTACT*

The Town of Douglas

Municipal Center

29 Depot Street

Douglas, MA 01516

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FINANCE COMMITTEE  
TUESDAY, FEBRUARY 14, 2023  
RESOURCE ROOM

Attendance: Chair Dick Vandenberg, Vice chair Sandy Kuipers, Howard D'Amico, Heather Morin, Ryan Hogan, Lynne Mussulli, Carol Gogolinski (remotely)

Absent: Mike Hutnak – excused

The Chair Dick Vandenberg called the meeting order at

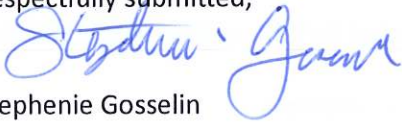
1. (0:25 TS) Approve minutes of prior meetings as needed: October 25, 2022  
(0:50 TS) Motion to approve the minutes for October 25, 2022, as written made by Ryan Hogan, seconded by Heather Morin. All members in favor.
2. (1:30 TS) Report of Town Administrator Matt Wojcik
  - Norfolk Aggie – tuition went up about 7.25% and transportation went up about 19.1% so even though there was a decrease in the number of students attending by 1 the cost will go up. The cost last year was about \$20k and the estimated cost this coming year is \$25k.
  - Health insurance – They have the preliminary renewal but it has not been voted on yet so he does not want to give an exact number, it is close to what it has been for the last 4 years and there is potential for it to be revised downward. Mr. Wojcik spoke about what is involved in the healthcare coverage and costs for the town.
  - The Census – there are currently 179 actives and he budgeted for 178, and on the retiree side the town budgeted for 112 and there are 116.
  - Property and Casualty – Mr. Wojcik will be talking to them tomorrow.
3. (10:05 TS) Discussion/review: compensation table  
Mr. Wojcik is getting the fixed numbers and telling department heads to keep their expense budgets to a 1% to 1.5% max above fiscal 23 and then what is left will almost all go into compensation reform. There still may be some balancing left to do which might mean that the comp reform plan may be a two-year roll out rather than one. Mr. Wojcik handed the committee his printouts for the budget review. Mr. Wojcik has stated that he would like this program to come in somewhere around a quarter of a million dollars. The handouts explain the comp reform and the need for it in the town. The town of Douglas has fallen behind many communities in the region with towns of similar size across the entire commonwealth in terms of compensation for many but not all of the positions. He would like to get to a place where they use the COLA to better keep up with the competition in the marketplace. He also showed the last 12 years of the town's salary budgets. Mr. Wojcik went through some departments and the changes to those departments. The steps of this comp reform process are.
  - To review and update all job descriptions.
  - Create a scoring system for each critical skill set.
  - Check results with current employees.Mr. Wojcik is removing some things from the current system, like the 10-step system because this does not account for longevity after 10 years. Mr. Wojcik would like to adopt a system of first 6 months of hire there is a probationary period of pay then goes into step one pay, year 2 step pay, year 3 step pay, and after that the rate of pay and raises is tied to longevity and experience. Mr. Wojcik went over the description of jobs and what they entail.
4. (1:12:47 TS) Discussion: streamlining budget discussions with department heads.

The committee is going to ask their specific questions about the budget and then the department heads will have the floor to give their picture items that are their top priority. They asked if Jeanne Lovett could have them get the three items to the committee ahead of time for them to review them prior to the meeting.

5. (1:16:18 TS) Update on schedule of who will appear before the committee.
  - a. February 28: Public Building, Highway, Police, Fire & Ambulance
  - b. March 14: Douglas Public School; BVT
  - c. March 21: smaller departments: Library, Council on Aging, Community Development, Board of Health
  - d. March 28: Capital Article, Water/Sewer & Special Articles on the town meeting
  - e. April 4
  - f. April 11: Public Hearing and voting on the articles.
  - g. Town Meeting: Monday, May 1
6. (1:23:23 TS) Reserve Fund transfers as needed: NONE
7. (1:23:36 TS) Open session for topics not reasonably anticipated 48 hours in advance.  
The committee discussed if there have been any members going on SharePoint.
8. (1:25:46 TS) Motion to adjourn the meeting made by Sandy Kuipers, seconded by Lynne Mussulli.  
All members in favor.

Upcoming meetings: February 28, 2023, March 14, 2023 & March 28, 2023

Respectfully submitted,

  
Stephenie Gosselin  
Recording Secretary