

Town of East Bridgewater Finance Committee

175 Central Street

East Bridgewater, MA 02333

Town Hall, 2nd floor Conference Room



**Finance Committee Meeting Minutes
January 13, 2020**

REC'D EB TOWN CLERK
20 MAY 12 PM 4:50

Members present: Crystal Hudson, Daniel Picha, Melanie Dean, Kevin Reilly, Laura Sebastyn

Member(s) absent: Joe Conley, David Walsh

Selectman Liaison:

Guest(s): Brian Noble, Ryan McGonigle - IT Director, Phyllis Tirrell - Town Accountant, Melissa Morrissey - Town Treasurer/Collector, Robert Philbrick and Sue Mulloy - Board of Health

-
1. Meeting called to order at 6:04 pm by Laura Sebastyn
 2. Information Technology Budget Presentation
 - a. Ryan's salary has been moved completely to the IT Technicians line, noted this his salary is split with the Town of Hanson
 - b. Noted that there is professional service expenses budgeted for "school managed services" and "townwide GIS system", it will be reviewed to make sure these are not double counted in the school and assessors budget - the town is making IT services more centrally budgeted rather than budgeted through the individual departments
 - c. A \$70k grant has been awarded to help with the cost of GIS
 - d. IT has led the migration to Office 365 and conducts staff trainings, including phishing training, etc.
 3. Town Accountant Budget Presentation
 - a. The Town Accountant budget takes into consideration that she is planning retirement in June 2021
 - b. Additional sick leave buy back is included due to the planned retirement, this will be moved to a retirement article rather than in the department budget
 - c. Salary items are increased contractually, additionally, the assistant accountant is starting her 3 year longevity pay
 - d. General expenses are level with FY20 budget
 4. Town Collector/Treasurer Budget
 - a. Salaries will be down slightly, one position is going from FT to PT
 - b. Office expenses are flat with FY20 budget
 - c. There will be a second auction in FY20 that will use the professional service fees
 - d. It was discussed that the tax title and professional service lines will be reviewed

East Bridgewater Finance Committee Meeting Minutes
January 13, 2020

- e. Postage for the town is run through the Treasurer budget
 - f. Concerns expressed regarding potential increase in health insurance rates as many groups have left the GIC insurance group this year, rates should be set in February, currently a 10% increase is budgeted
 - g. Debt service expenses are in line with the payment terms on outstanding debt
5. Board of Health Budget Presentation
- a. Salary line looks to increase 6.99%, however, this includes 3 year 5% retirement plan, will break this out in a different budget line
 - b. Some department expenses have been decreased
 - c. Professional services increased due to increased State testing required, this was a quoted cost
 - d. The Board has recently increased permit fees to be in line with neighboring towns
 - e. Cumberland Farms on Rt 18 has signed on for waste water, the Board would like to see a line run from Cumberland Farms back to Spring St
 - f. A phase 2 of the waste water project would hopefully add other businesses
 - g. Both Cumberland Farms in town will be refaced
6. Board of Selectman Budget
- a. Selectman - Department head salaries increase is contractual, selectman training has been budgeted for MMA and selectman's conferences
 - b. Finance Committee - Requesting \$1,000 for trainings and requesting that the reserve be increased from \$135k to \$200k so that departments that cut their budgets have a safety net in case of unexpected expenses
 - c. Town Counsel - It was discussed that requests to town counsel should be initiated through email rather than a call
 - d. Townwide Insurance - we currently have a poor loss factor and are doing trainings to get credits to decrease cost
 - e. Town telephone - will be using a new vendor to decrease the amount of lines available
 - f. Other general government - the audit will be going out to bid for FY21, discussion of whether or not computers, phones and copiers should go on the IT budget
 - g. Animal Control Officer - level funded currently while an analysis is done of hours and people required to do the job (animal control and dog officer)
 - h. Field and Fence inspector - will decrease these lines to \$1 to see what is running through them
7. Town Administrator Wishlist - Discussion of items the administrator would like to see in town
- a. Finance director for projects, policies, debt strategy, etc (hopefully for 2021)
 - b. Not to borrow for 2021
 - c. To use consultants for special projects rather than an assistant town administrator
 - d. Part time town planner to address things like the town center, sewer, grant writing, master plan, CPA act

East Bridgewater Finance Committee Meeting Minutes
January 13, 2020

- e. Additional HR trainings
 - f. Decrease the number of banks used by the town
 - g. Pay and wage classifications along with job descriptions
8. Additional discussion regarding anticipated opening in the school department and how these are being budgeted
9. Vote on available minutes - None
10. Next meeting - Fire and Police budgets on Tuesday 1/21, Crystal offered to take notes as Melanie will be out
11. Vote to adjourn meeting at 7:50
- a. Motion to adjourn - Crystal Hudson
 - b. Second - Kevin Reilly
 - c. Vote 5-0-0

Melanie Dean, Clerk

