

Town of East Bridgewater Finance Committee

175 Central Street

East Bridgewater, MA 02333

Town Hall, 2nd floor Conference Room



**Finance Committee Meeting Minutes
January 6, 2020**

Members present: Crystal Hudson, Daniel Picha, Melanie Dean, Kevin Reilly, Joe Conley, David Walsh

Member(s) absent: Laura Sebastyn

Selectman Liaison:

Guest(s): Brian Noble, Sue Gilpatrick - Town Clerk, Claire Yocum - Conservation Commission, Chris Buckley - Veterans Agent, Patrick Franey - Building Inspector, Paula Wolfe - Assessor

1. Meeting called to order at 6:02 pm by Daniel Picha
2. Vote to approve the December 12, 2019 meeting minutes
 - a. Motion to approve - Kevin Reilly
 - b. Second - David Walsh
 - c. Vote 5-0-1 (Hudson abstained)
3. Town Clerk Budget Presentation
 - a. Department head budget is requested at \$73k, of a 4.48% increase, discussion of how this is approved by the finance committee
 - b. Clerical salaries are increased by 5.59%, this is because in prior years the clerks were given comp time for extra hours worked during elections, but it now need to be paid at overtime rates
 - c. Discussion regarding town meeting warrants and the increase in office supplies as there will be 3 elections in 2021
 - d. Due/memberships and conferences includes 3 conferences a year and 4 work-shops for town clerk groups for clerk and her staff
 - e. Discussion for clerk to review the budget to actual for expense line to verify that they need to be increased
 - f. Discussion of review of the rates charged in EB to neighboring towns to see if there should be an increase in clerks rates for services
 - g. Board of Registrars budget - \$500 stipends for the Board, expenses for the census and street listing, increase 2% over the prior year, any additional funds needed will come from the Clerk's budget
4. Conservation Commission Budget

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- a. 7.9% salary increase, contractual increase as well as increase in hours from 30-35, would also like to see the job title changed from clerk to admin assistant
 - b. 30% increase in professional service fees , the MS4 line was moved here and a contractor was added to review paperwork, etc
 - c. Other charges include membership and dues and training for Kim Eldridge
 - d. Notice of intent fees go to a revolving fund which then pays for projects on town land related to conservation
5. Veterans Agent Budget Presentation
- a. 2% salary increase according to contract, still down from 2020 since the previous Veterans Agent was at a higher rate
 - b. Increase in office supplies since they have had in increase in the number of veterans and claims that increases printing costs
 - c. There is an added \$450 for a software that links with other veteran services
 - d. Increase in training and mileage as he is doing more training and traveling than the prior assessor, he needs a full year in the position to get a feel of where this number should be
 - e. There are currently 19 veterans on the program, 75% of the services provided by the town is reimbursed by the state in the next fiscal year
6. Building and Planning Department Budget
- a. Large increase in sick leave and vacation buy back - there will be a retirement in the department
 - b. Many expenses are being carried forward at a 0% increase and will then be reviewed to make sure the amount is appropriate
 - c. The zoning board budget is only a 2% contractual increase
 - d. Building department is a 2% increase if retirement expenses are pulled out
 - e. Fees should be reviewed to neighboring towns
 - f. Building inspector salary is a 2% contractual increase
7. Assessor Budget Presentation
- a. Trying to move the People GIS line to IT rather than the individual departments
 - b. 2021 is a recertification year, there is an article left from 2016 for \$20k that will help pay for it
 - c. Clerical salaries are at a 9.98% increase with the hope to increase one clerk from 20 to 24 hrs
 - d. Valuation maintenance line is down 13.79%, there was a renegotiation with the company
 - e. She has kept her expenses a bit high to not give away "her piece", she expects to need it for retirements in the next few years and is also trying to work a PT person back to FT
8. Town Administrator Update
- a. Discussion that retirements will be pulled from individual budgets and moved to articles
 - b. The committee requested a list of revolving funds and their balances

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- c. The education incentive working was read to review along with the clerks budget request
- 9. Next meeting will be Monday January 13
- 10. Vote to adjourn meeting at 7:55
 - a. Motion to adjourn - David Walsh
 - b. Second - Crystal Hudson
 - c. Vote 6-0-0

Melanie Dean, Clerk

