

**Town of East Bridgewater Finance Committee**

175 Central Street

East Bridgewater, MA 02333

Town Hall, 2<sup>nd</sup> floor Conference Room



**Finance Committee Meeting Minutes  
April 11, 2019**

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**Members present:** Michele Ahern, Laura Sebastyn, Crystal Hudson, Dan Picha, Melanie Dean

**Member(s) absent:**

**Selectman Liaison:**

**Guest(s):**

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1. Meeting called to order at 7:37 pm by Michele Ahern
  2. Department Budget Discussions
    1. DPW budget
      - a. Snow – actual spending numbers should be included in our analysis for the last several years
        - i. Ask the Town Administrator about the procedure for budgeting such a small number and requesting additional funds. What is the thought behind this?
        - ii. Can we get the actual number for the warrant this year?
      - b. Solid Waste – should this budget be reforecast to accurately show what is happening this year (\$75k over)
      - c. Water – there are several line items that are missing in this budget; workers comp insurance, town office clerical, property & liability, computer, and annual audit – need to check on
        - i. Need to check on the debt amounts as they are the same as last year (check against Treasurer budget)
    2. Library
      - a. Grid policy – bylaws state review (not increase)
      - b. Can the trustees add language to allow those who hit the step 6 that they receive a 2% cola each year? As allowed by budgetary restraints
      - c. Laura to talk to Chris to get grid C (his grid) mathematically correct
    3. Selectmen
      - a. Solar program expenses – Michele will reach out and try to get more information for the committee
      - b. Ask the BOS
        - i. What are the costs associated with the interim TA?
        - ii. What are the costs associated with the search for the new TA?

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- iii. What are the cost implications of the departure negotiations?
  - iv. Will any of those costs spill into FY20
  - c. GEOTMS – is this Softwrite? Why the increase
  - d. Where is the IT Directors salary (which line item)?
  - e. It was discussed that maybe we should put Technology as its own separate department and section
  - f. Professional Services Computer – need more clarification (went up in real needs)
3. Request for Transfer from the Reserve Fund the amount of \$8,443 to complete the demolition of the Carriage House (see attached transfer).

***Motion: To approve the transfer dated 3/22/2019 in the amount of \$8,443 from the reserve fund to Maintenance, Building & Grounds to demolish the Carriage House located on Dube Dr.***

***M/S Hudson/Picha Motion Passed 5-0-0***

4. Next steps in budgeting process
- a. Laura will email the committee these notes, so that each liaison can go back to their respective departments and get the outstanding questions answered.
5. Next Finance Committee Meeting
- i. The next meeting of the Finance Committee will either be Monday, April 22, or Tuesday, April 23, 2019. Michele will reach out to Mr. Longo and check his availability and will let the group know.
6. Meeting Adjournment

***Motion: To adjourn the meeting at 9:10 pm***

***M/S Hudson/Picha Motion Passed 5-0-0***

Laura Sebastyn, Clerk



**COPY**

**TOWN OF EAST BRIDGEWATER  
REQUEST FOR TRANSFER FROM THE RESERVE FUND**  
(To be submitted in triplicate)

Finance Committee  
Town of East Bridgewater

Date: 3/22/2019

Ladies and Gentlemen:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount requested: \$ 8443.00
2. To be transferred to: Maintenance Building & Grounds 1.191.0520.5241  
Name of Appropriation
3. Present balance in said appropriation: \$ 2369.48
4. The amount requested will be used for: (give specific purpose)  
Demolition of Carriage house per order of Board of Selectman, notice dated 8/14/2018 attached
5. This expenditure is extraordinary and/or unforeseen for the following reasons:
  - See attached explanation

Walter A. Wheeler  
Chairman, Board of Selectmen

[Signature]  
Office or Department Head

**Action of Finance Committee**

Date of Meeting: \_\_\_\_\_

Number present and voting: \_\_\_\_\_

Transfer voted in the sum of \$ \_\_\_\_\_

Transfer disapproved ( ) \_\_\_\_\_

\_\_\_\_\_  
Chairman, Finance Committee

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.

On August 14, 2018 The Board of Selectman voted to approve the demolition and removal of Carriage House located on town property parcel # 31-14-0. The building demolition included the removal of electrical and water services and septic system. The Facilities department was instructed to carry out the demolition and expense it out through the operational budget, then request a transfer from reserve fund as this was an unbudgeted expense. The overall cost of \$8443 represents 3.5% of the Facilities operational Budget.

The costs associated with the demolition are listed below, documentation Attached.

Structure demolition/ septic crush /fill	\$5432
Disposal Fee's	\$3011
<b>Total</b>	<b>\$8443</b>

Brian Kiely, Facilities Manager