

Town of East Bridgewater Finance Committee

175 Central Street

East Bridgewater, MA 02333

Town Hall, 2nd floor Conference Room



Finance Committee Meeting Minutes February 4, 2019

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

Member(s) absent:

Selectman Liaison:

Guest(s): Bob Charles, Claire Yokum, Susan Gillpatrick, Patrick Franey, Phyllis Tirrell, Peter Spagone, and Sue Malloy

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1. Meeting called to order at 5:37 pm by Michele Ahern
 2. Budget Presentations
 - a. Veterans agent Bob Charles
 - i. Reviewed budget presentation
 - ii. Expected balance roughly \$28k to return to the general fund
 - iii. Serves approximately 20 veterans or families right now
 - iv. The money that gets returned to the general fund is all from the veteran's assistance line.
 - b. Conservation Commission Claire Yokum
 - i. Reviewed budget presentation
 - ii. Increase is in salaries contractual – anticipating clerks' contract
 - iii. Engineering fees (Delano & Assoc) has not increased in many years. They attempt to out to bid occasionally but no other firms want to build on it.
 - c. Town Clerk – Susan Gillpatrick
 - i. Laptop for check ins for voter registrations, elections, town meeting, early voting etc. One purchased in 18 and one in 19. They have not yet been approved for the polls.
 - ii. Clerical salaries – budgeted at 2% although the contract is still not finalized. Budgeted for retro and a 2% increase
 - iii. Clerk increased her salary 2.5% to get it closer to her expectations of where her salary should be. She stated the transition was very smooth.
 - iv. Additional Comp for CH 41 – this is additional comp for a certification. The Clerk is not sure she will even be going for this certification.
 - v. Two grants were received to help defray the cost of early voting. The salary amounts for early voting are not accounted for in the budget that we are seeing

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- vi. We need to talk about if we should be budgeting for the early voting amounts (and maybe the grants) Town Meeting - Wardens
- d. Board of Registrars – Susan Gillpatrick
 - i. The majority of the cost is for the vendor that administers the census. The Clerk is not happy with the service and will be looking for a new vendor this year.
- e. Building and Planning – Patrick Franey
 - i. They did do a small increase in fees last year
 - ii. If any other departments are using permitting or licenses, the departments can get together and use the same software and potentially reduce the costs. People GIS. Patrick and others are just starting to talk now about joining forces.
 - iii. All salary line items are contractual. The Gas & Plumbing Inspector numbers are given to him by the Selectmen.
- f. Town Accountant – Phyllis Tirrell
 - i. The Town Accountant is looking to retire in 2.5 year. She has put in for special longevity increase.
 - ii. She submitted two budgets
 - 1. One at 2% - this would not allow for her to receive the 5/5/5 and would decimate her general expenses
 - 2. A real need budget – 4.76% would keep her operating expenses whole and allow her to start with the 5/5/5 (which would not start until November on this year)
- g. Board of Health – Peter Spagone and Sue Malloy
 - i. All salary and staff costs are contractual
 - 1. They did give the community Nurse a 2% raise. She has been doing a great job at the community center and created many new programs
 - 2. Under general expenses they were able to reduce the MS4 line item by \$4,000
 - 3. Treatment Plant
 - a. Last year they started to take over some of the operations of the plant. Working with Clearwater, both employees became certified to help with the plant operations which reduced the amount to spend on the contractor.
 - b. Right now CVS, and Fire Department are tied in. Working on Central school next. Town hall is running smoothly and is not a priority.
 - c. Now working on rules and regulations to work on the plan to get more commercial properties on the system
 - d. Landfill contract will be coming in within a month or two and hopefully will come in lower.
 - e. Laura noted that the sewer treatment section of the budget is going to be coming out of the BOH budget and going into the DPW budget.

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3. Update to the budget schedule - Still need to schedule the school/library/COA. Will coordinate with the school to see if they can do the last week in February. Liaisons will coordinate and email their departments schedules.
4. Next Finance Committee Meeting
 - i. The next meeting of the Finance Committee will be on Tuesday, February 5, 2019 at 6:30 to hear the budget presentation of the Fire Department and DPW.
5. Meeting Adjournment

Motion: To adjourn the meeting at 7:08 pm
M/S Hudson/ Dean Motion Passed 6-0-0

Laura Sebastyn, Clerk