

Finance Committee Meeting of March 5, 2020 @6:30

Present: Karen Kiley, Bob Locatelli, Michelle Petraitis, Tara Hayes

Absent: Chet Lubelczyk, April Hubacz

Guests: Dale Kiley, Jim Nyberg, Jason Benoit

Meeting was chaired by Karen and called to order at 6:30.

- Jason Benoit reviewed the Highway Department budget and answered any questions.
 - He is going to look into the increase of the Salary Account. It includes the 2% increase and step increases for years of service. There are 5 employees; he will break out salaries individually.
 - Rule of Thumb is overtime accrued November through April is put through the Snow & Ice Account.
 - The Road Material Account is increased by \$34k (original budget amount was \$30k and \$14,555.99 was added at November STM). Jason is asking for the increase so he doesn't have to come back and ask for more.
 - The Vehicular Supplies account is increase by \$5k to redo the body on more trucks (part of the \$15k requested last year to redo truck bodies to which FinComm agreed to \$5k per year; this is the 2nd of the 3 installments)
 - The Gasoline/Diesel account is budgeted for \$20k, small increase to cover any anticipated increases to fuel. This is for only the highway department. Other departments are on the honor system and complete slips for fuel. Those slips are then charged to their department budgets.
- Jason then discussed his part of the Master Plan with regard to Capital Improvements
 - He passed around his Capital Facility, Infrastructure, Equipment and Staffing Needs (see attached)
- Jason then discussed the need to conduct a Safety Audit
 - The town is a year overdue on our audit
 - Other towns are inviting the Department of Labor Standards
 - Should we look at hiring a private company?
 - Cost could be split between all departments who participate
 - Need to be proactive on this
 - MIIA could pay for at least part of the study
- Jim Nyberg from the Sewer Department spoke to the committee about the upcoming need for the Sewer Treatment Plant's State Mandated Upgrade
 - Reviewed the plan, associated costs, potential grants and financing help
 - Not doing this could result in a fine of up to \$25k per day for the town
 - Jim will work on a handout to share with all
- Dale discussed doing a tri-board meeting with FinComm, BOS & School Committee to review their budget
 - Scheduled for March 26th
- Fincomm will begin meeting every week until budgets are finalized
- Next meeting scheduled for March 12th at 6:30
- Meeting adjourned at 7:56; motion by Michelle, second by Tara, unanimous

Approved - Karen Kiley
March 12, 2020