

The Wilbraham Finance Committee
Meeting Minutes
Wilbraham Town Hall
January 9, 2019 - 7:00 p.m.

Present: Dan Miles, Anna Levine, Tim Murphy, Carolyn Brennan, Marc Ducey and Mike Mazzuca

Absent: Todd Luzi, Kevin Corridan, Kevin Murray

Also present: Nancy Johnson, Town Accountant; Karen Demers, Library Director; Tammy Turcotte, Animal Control Officer; Karen Grycel, Raymond Burk & Linda Dagradi, Library Board of Trustees

Call Meeting to Order: 7:10 p.m. Meeting is being recorded by the Finance Committee Secretary. No one else is recording this meeting.

I. Open Forum

No discussion.

II. FY2020 Budget

a. Karen Demers presented the proposed FY2020 Budget for the Library.

- She explained that the Library will assume Health Insurance expenses for some of their employees in FY2020. This will enable them to meet the MAR (Municipal Appropriation Requirement).
- She reviewed some of the many services and materials the Library offers to residents.
- Karen discussed several staffing changes noting that one of the retirements has left a position unfilled since July and will not be able to be filled until the U.P.S.E.U. contract is finalized.
- She reviewed the status of some of the Library projects. The ongoing lighting project should be completed soon. Both the Brooks Room HVAC Mini-split System and the Painting will begin next week.
- Karen would like the hourly wage for the Library Pages increased to the state minimum wage. She explained that the full-time Library Pages make less than the Senior Tax Work-off people performing the same job.
- She would like to add a part-time Borrower Services Assistant position at 17.5 hours per week eliminating the need to hire BiblioTemp.

b. Tammy Turcotte presented the proposed FY2020 Budget for the Dog Officer Department.

- She is requesting an additional \$4,000 be added to the budget to cover:
 - Training conferences (one mandatory 12 week course, needs 16 course credit to get certification)
 - Travel reimbursement for use of personal car to attend training conferences
 - Cell phone and service
 - Other supplies (animal feed, bags, gloves and cremation costs)

The Dog Officer's budget is funded with receipts collected from the issuance of dog

licenses. We have been consistently collecting approximately \$36,000 a year. The increase of \$4,000 will bring the budget to \$30,000 which will be easily covered by the dog receipts.

- Tammy described several of the varied responsibilities of the Animal Control Officer and the Animal Inspector.

The committee discussed the need for analytical reporting to review departmental past trends and future expenditure projections.

Meeting adjourned 8:55 p.m.

Diane Hamakawa
Assistant Town Accountant