

The Wilbraham Finance Committee
Meeting Minutes
Wilbraham Town Hall
January 23, 2019 - 7:00 p.m.

Present: Carolyn Brennan, Kevin Corridan, Marc Ducey, Todd Luzi, Mike Mazzuca and Dan Miles

Absent: Anna Levine, Tim Murphy and Kevin Murray

Also present: Nancy Johnson, Town Accountant; Tom Sullivan, Asst. Town Administrator for Budget and Finance; Paula Dubord, Director of Elder Affairs; Bryan Litz, Recreation Director; Jared Sasen, Director of Veterans Services; Trant Campbell, Chairman of the Council on Aging; Paul Cyr, Member of the Baseball Committee; Bill Scatolini, Chairman of the Playground and Recreation Commission; Mark Manolakis, Secretary of the Friends of Recreation; Ron Dobosz, Parks and Recreation Foreman

Call Meeting to Order: 7:20 p.m. Meeting is being recorded by the Wilbraham Public Access and the Finance Committee Secretary. No one else is recording this meeting.

I. Open Forum

No discussion.

II. FY2020 Budget

- a. Paula Dubord presented the proposed FY2020 Budget for the Council on Aging.
- There are no significant changes in the Council on Aging budget. The 2% decrease in the FY2020 budget would be taken from the Professional Services line.
 - Paula discussed how the Town's changing demographics are right on target with the study done in 2005 by the Donahue Institute. Currently our seniors account for approximately 29% of our population. The study also estimates substantial increases in the number of seniors every five years.
 - Trant Campbell outlined the extensive work of the Feasibility Committee in determining the need and a possible site for a new Senior Center. They have engaged an Architect, John Catlin, to determine the site suitability and submit a proposed design.
 - Tom Sullivan briefly reviewed possible financing options that would keep the building of a new Senior Center under the Prop. 2½ levy limit, eliminating the need for a debt exclusion.
- b. Bryan Litz presented the proposed FY2020 Budget for the Parks & Recreation Department.
- Last year he requested a \$25,000 increase to the Parks & Recreation General Fund budget to offset numerous General Fund expenses that were being charged to the Revolving Fund. The town was only able to fund \$15,000 of that request, so Bryan is requesting an increase to this year's budget of the remaining \$10,000.
 - Bryan would like to add a full-time Program Coordinator. This position would help to eliminate the high turnover in the Assistant Parks & Recreation Director position. The

full-time Program Coordinator position would replace the part-time Recreation Aide position, which has also been difficult to fill and keep staffed.

- He presented some of the historical changes that have taken place at the Parks & Recreation Department that account for years with large expenditure percentage increases.
 - The parks oversight was moved from the DPW to the Recreation Department.
 - The Parks & Recreation Department moved from town hall the YMCA.
 - The town changed the way we account for the rental income of the Spec Pond pavilion. Revenue is required to be recorded in the General Fund instead of the Recreation Revolving Fund. The Parks & Recreation General Fund budget was increased to cover the expenses that are no longer offset by the rental revenue.
 - Bryan reviewed the some of the revenues supporting the Parks & Recreation Department.
 - Youth sport associations' fund raisers typically contribute anywhere from 1-3 dollars for every dollar the town contributes to programing.
 - The program fees generate around \$350,000 annually.
 - Friends of Recreation contributed approximately \$30,000 last year. This year they have committed to contribute at least \$21,000.
 - The department is submitting project requests to the CPA Committee to fund over \$305,000 for drainage at the middle school, a parks storage building and moving the playground equipment from Memorial School to Spec Pond.
 - Parks & Recreation has asked each sport association to contribute \$2,500 annually for assistance in maintaining parks and fields. Some associations were supportive and others feel it is the town's responsibility to maintain the parks.
 - The 2% decrease to the FY2020 would be taken from the electric line, enabled by the solar credits.
 - Bryan is requesting 5 capital items for the Parks & Recreation Department:
 - AED Machines
 - Dump Truck (is on the vehicle replacement list)
 - Turbine Blower
 - Verti-Cutter & dethatcher
 - Utility Vehicle
- c. Jared Sasen presented the proposed FY2020 Budget for the Veterans Department.
- He is requesting a new line item for Contract Services funded at \$929. This will cover the Verizon Wireless service and VetraSpec Software service for the Surface Pro.
 - The Veterans Aid line was reduced by \$10,000.
 - Jared is working to shift veterans aid benefits from the state & local level to federal VA programs.
 - He explained what veterans aid benefits currently cover, how the funeral benefit has changed, other services he provides local veterans and that all benefits are need based.

III. Carolyn Brennan briefly discussed the school's Budget Committee Meeting.

- Departments are working on their budgets.
- They are still in the process of union negotiations.
- Funding has been cancelled for some grant positions.

- E & D has not been certified yet.

Carolyn Brennan distributed Town of Wilbraham and HWRSD statistical information for review by the committee members.

Tom Sullivan presented an overview of where the FY2020 budget stands right now and detailed the assumptions he has used in preparing the budget.

- Last year we used \$125,000 of free cash (normally used for non-recurring expenses) to give to the schools for their operating budget (recurring expense). Therefore, this year we'll have to cover that \$125,000. We'll do this by using excess capacity (money not budgeted in previous years under the levy limit).
- Increased the school's line by 3%.
- Increased the pension line by 8%. The 8% increase is expected to continue over the next six years.
- The FY2020 budget, as it stands at this time, is at approximately a \$148,000 deficit. Tom will continue reviewing all proposed expenditures for reductions. Tom is proposing we use Free Cash to pay for the approximately \$155,000 in Sick Leave Buyback that will be paid out in FY2020 to retiring employees.

Meeting adjourned 9:10 p.m.

Diane Hamakawa
Assistant Town Accountant/Secretary