

The Wilbraham Finance Committee
Meeting Minutes
Wilbraham Town Hall
Wednesday, January 29, 2020 - 6:30 p.m.

Present: Carolyn Brennan, Kevin Corridan, Marc Ducey, Kevin Hanks, Anna Levine and Tim Murphy

Absent: Todd Luzi, Mark Manolakis and Mike Mazzuca

Also present: Nancy Johnson, Town Accountant; Tom Sullivan, Asst. Town Administrator for Budget and Finance; Bryan Litz, Recreation Director; Ron Dobosz, Parks and Recreation Foreman; Sam Boyd, Director of Facilities and Ground Maintenance; Emilie Hisgen, Playground and Recreation Commission Member

Call Meeting to Order

Meeting called to order at 6:40 p.m. Meeting was recorded by Wilbraham Public Access and the Assistant Town Accountant/Finance Committee Secretary. No one else recorded the meeting.

I. Open Forum

The committee was reminded the percentage increase for expenses, given to the department heads in this year's budget memo, was 1%.

II. Technology and Efficiency Fund Requests

a. Reviewed a request from Nate Delong to fund the cloud phone system phase 2.

Motion: Approve the transfer of \$19,245 from the Technology and Efficiency Fund encumbered account to the IT department for the cloud phone system phase 2. Seconded, approved unanimously.

b. Reviewed a request from Nick Breault to purchase a laptop and data plan, covering the remainder of FY20, for the Animal Control Officer.

Motion: Approve the transfer of \$1,500 from the Technology and Efficiency Fund to the IT department to purchase a laptop and data plan for the Animal Control Officer. Seconded, approved unanimously.

III. FY2021 Budget

a. Bryan Litz presented the proposed FY2021 Budgets for the Recreation department.

- The following areas had increases:
 - Bottom line for Personal Services increased by \$8,204. Approximately \$2,500 of this was due to the restructuring of the department in FY2020. The remaining approximately \$5,704 is due to contractual step increases.
 - Equipment Repairs/Service increased by \$763 to cover increased costs.
 - A Training/Conferences line was set up and funded at \$1,000 to cover continuing education.
- In the last three years the Recreation department received a \$10,000 increase to their general fund budget, the purchase of equipment using free cash and the offset of solar credits to reduce electrical expenses. This has allowed them to be in a strong position

- with respect to using revolving fund revenues to support programs.
- The Recreation department has requested three pieces of equipment, 2 mowers and a sweeper. One mower has been included in the budget. They are also requesting another \$250,000 from the CPA committee for the equipment storage building.
- b. Sam Boyd, the new Director of Facilities and Grounds Maintenance, took a couple of minutes to introduce himself, discuss his background and review his responsibilities for the Town of Wilbraham. He discussed his proposal for the FY2021 budget and future projects.
 - Sam put together two lists of items that need addressed. One for recurring items and one for non-recurring projects. The following recurring items would add to the cleanliness and appearance of the town's buildings and grounds:
 - Window cleaning biannually
 - Bed mulching/weeding
 - Carpet cleaning
 - VCT stripping & waxing
 - Deep cleaning biannually
 - In addition to the items listed above, Sam has also increased the Contract Services line to cover the dumpster service at Town Hall and one additional day of cleaning at the Police department. The total increase to Contract Services line is \$14,873.
 - A Telecommunications line has been added and funded at \$660 to cover the cost of a cell phone.
 - \$50,000 has been added to the department's non-recurring line to begin work on numerous smaller projects that do not do qualify as capital improvements. He has prioritized the list and, while it is not exhaustive, it highlights items that have become apparent to Sam since he started. He will continue to revise this list as time goes on.
 - Before the next heating season, Sam will look into isolating unused wings of Memorial School and draining the steam lines and plumbing so the heat can be reduced. This should cut down of the fuel costs at the school.

IV. Other Business

a. Wilbraham Council on Aging Building - Update

- Tom will attend the Senior Center Building Committee meeting tomorrow night, January 30th to discuss possible financing options with them. He should have more information on the proposed costs after that meeting.
- Kathy Richards Phipps, a long-time advocate for the building of a Senior Center, recently passed away. Anna suggested, if a Senior Center is built, we consider naming it after her.

b. HWRSD – FY2020-2021 Budget

- Tom clarified two inaccuracies in an article published today by the Hampden Wilbraham Times regarding the Wilbraham Middle School roof replacement project. Tom has reached out to the paper to correct the following inaccuracies.
 - The article states that each town will pay for a portion of the roof project based on the percentage of students attending the school from each town. The Town of Wilbraham is responsible for 100% of the costs for school buildings in the town other than the high school.
 - The article also stated if the roof project is passed at the special town meeting in March, there will be a question on the ballot and, the Selectmen and School Committee members are urging people to remember to vote on the ballot question. There is no ballot question since the roof will be funded from the

stabilization account.

- Marc updated the committee on the school's budget.
 - He communicated to Howie Barber the committee's decision from last week that the school should prepare their budget at 2½ % over last year.
 - The governor's initial budget came out, but we haven't received the Cherry Sheets yet. The initial figures for Chapter 70 reflect an approximate .7% increase, or \$80,000. The regional transportation funding is going down and there is a funding decrease due to a decrease in students. The net effect is an approximate decrease of \$56,000 in state funding.
 - The school's labor costs are expected to go up between 3-5 percent.
 - The school is expected to have a significant shortage with a 2½ % increase.
- Tom reminded the committee we do have approximately \$1 million in excess capacity that could be used to fund the schools above the 2½ % proposed budget increase. However, taxes do increase when you spend excess capacity.

c. Special Town Meeting – Update

Reminder there will be a Special Town Meeting on Monday, March 9th for the residents to consider two articles:

1. To fund the replacement of the Wilbraham Middle School roof from the stabilization account. The town's portion will be approximately \$1.4 million.
2. An authorization to borrow \$136,000 to fund 30% of the purchase of two diesel trucks. The remaining 70% is being funded with the Volkswagen emission settlement grant.

V. Approve Minutes

Motion: Accept the June 26, 2019 minutes. Seconded, 5 approved, 1 abstained. Motion carries.

Meeting adjourned 7:40 p.m.

Diane Hamakawa
Assistant Town Accountant/Finance Committee Secretary