

**TOWN OF BERKLEY  
FINANCE COMMITTEE  
WEDNESDAY APRIL 17, 2019**

**MEMBERS IN ATTENDANCE:** Chairman Joe Freitas, Secretary Michele, Nancy Gajoli, Melinda Paine-Dupont.

The meeting was called to order at 6:03 pm by Chairman Joe Freitas.

Chairman Joe Freitas called for a motion to accept the minutes of April 8, 2019. Motion was made and seconded to accept finance committee minutes as written. A call for a vote was made by Mr. Freitas and the committee unanimously approved the minutes.

The purpose of this budget meeting is to review the FY 2020 OPERATING BUDGET (BY LINE ITEM), literally going line by line of the budgets provided by all departments of the Town of Berkley to provide a cohesive budget for recommendation of approval by the selectmen and finance board.

**Page 1**

- **Reserve Fund** - recommended \$50,000. - no change.
- **Moderator** - salary - recommended \$74. - increase to \$100 .
- **Selectmen** - salary-add temp hours recommended \$500. - decrease to \$0.
- **Selectmen** - Office Supplies - recommended \$ 2,900. - decrease to \$2811.
- **Finance Committee** - ATFC Dues - recommended \$180. - increase to \$200.
- **Finance Committee** - ATFC Annual Meeting - recommended \$180. (4 x \$45)
- **Finance Committee** - MMA Annual Conference - recommended \$570 - increase to \$760 - (4 x 190).
- **Finance Committee** - office supplies - recommended \$60. - decreased to \$50.

**Page 2**

- **Town Accountant** - salary - recommended \$49,250 - level funded (contract under negotiations).
- **Town Accountant** - office supplies - recommended \$725 - decreased to \$500.
- **Assessors** - salaries - recommended \$11,261 - decreased to \$11,151.
- **Assessors** - salaries-add temp hours -recommended \$500 - decreased to \$0.
- **Town Treasure** - HR Admin/Asst. Treasure- recommended \$23,000 - new position.
- **Town Treasure** - salary clerical - recommended \$16,921 - increase to \$17,084 (step increase).
- **Town Treasure** - postage - recommended \$5,500 - decreased to \$5,000.
- **Town Treasure** - salaries-add temp hours -recommended \$500 - decreased to \$0.
- **Town Treasure** - office supplies recommended \$1,500 - decreased to \$1,000.

**Page 3**

- **Town Collector** - salaries-add.temp hours - recommended -\$500 - decreased to \$0.
- **Town Collector** - postage - recommended - \$7,500 - decreased to \$7,000.
- **Town Collector** - office supplies - recommended - \$1,500 - decreased to \$1,000.
- **Town Counsel** - land court - recommended - increase from 2019 budget by \$1,500  
finance committee recommended the increase. (\$35,000).
- **Data Processing** - all lines - funded as recommended.

#### Page 4

- **Town Clerk** - salaries clerical - recommended \$18,613 - increased to \$19,335 - (steps)
- **Town Clerk** - salaries-add.temp hours - recommended -\$500 - decreased to \$0.
- **Town Clerk** - postage - recommended \$1,800 - decreased to \$500.
- **Town Clerk** - other charges - recommended \$1,400 - decreased to \$1,000.
- **Elections & Registrations** - no line changes, funded as recommended.
- **Planning Board** - no line changes, funded as recommended.
- **Town Buildings** - salaries-maintenance - recommended \$17,050 - decreased to \$12,000.

#### Page 5

- **Public Safety Building** - R & M building grounds - recommended \$6,000 - decreased to \$5,500.
- **Public Safety Building** - additional equipment - recommended \$6,379 - decreased to \$6,000.
- **Pensons** - no line changes, funded as recommended.

#### Page 6 & 7

- **Workers Compensation** - no line changes, funded as recommended.
- **Unemployment Compensation** - no line changes, funded as recommended.
- **Health Insurance** - no line changes, funded as recommended.
- **Liability Insurance** - no line changes, funded as recommended.
- **Police Department** - R & M vehicles - recommended \$12,000 - decreased to \$10,000.
- **Police Department** - office supplies - recommended \$3,000 - decreased to \$2,500.
- **Police Department** - travel seminars - recommended \$3,000 - decreased to \$2,500.
- **Police Department** - other misc - recommended \$1,900 - decreased to \$4,500.
- **Police Department** - equipment - recommended \$5,000 - decreased to \$4,500.

#### Page 7 & 8

- **Fire Department** - r & m vehicles - recommended \$16,514 - decreased to \$16,000.
- **Fire department** - equipment /radios - recommended \$3,000 - decreased to \$1,500.
- **Fire Department** - office supplies - recommended \$3,500 decreased to \$3,200.
- **Fire Department** - additional equipment - recommended \$8,000 - decreased to \$6,000.
- **Emergency Medical Service** - r & m equipment recommended \$8,000 - decreased to \$7,500.
- **Emergency Medical Service** - additional equipment recommended \$4,000 - decreased to \$3,500.



- **Building Department** - salaries-add temp hours -recommended \$500 - decreased to \$0.

#### Page 9

- **Communication Department** - salaries recommended \$202,392 - no change contracts under negotiations.
- **Communication Department** - office supplies recommended \$2,000 - decreased to \$1,500.
- **Animal Control** - no line change, funded as recommended.

#### Page 10

- **Forestry** - no line changed, funded as recommended.
- **Miscellaneous** - no line change, funded as recommended.
- **School Department** - (k-8) school spending recommended \$7,982,630 - decreased to \$7,834,360.

#### Page 11

- **Highway Department** - expenses - recommended \$17,000 - decreased to \$15,200.
- **Highway Department** - r & m building and grounds - recommended \$20,000 - decreased to \$18,500.
- **Highway Department** - r & m equipment - recommended \$52,500 - decreased to \$51,500.
- **Highway Department** - radio - recommended \$1,500 - decreased to \$1,000.
- **Highway Department** - street paving/markings - recommended \$14,000 - decreased to \$13,000.
- **Highway Department** - trash disposal - recommended \$65,000 - decreased to \$63,000.
- **Highway Department** - recycling - recommended \$55,155 - decreased to \$53,500.
- **Highway Department** - police detail - recommended \$5,000 - decreased to \$4,500.
- **Highway Department** - office supplies - recommended \$6,000 - decreased to \$4,500.
- **Highway Department** - personnel safety supplies - recommended \$3,000 - decreased to \$2,500.
- **Highway Department** - snow removal - recommended \$70,000 - increased to \$75,000.

#### Page 12

- **Veterans Graves** - no line changes, funded as recommended.
- **Street Lights** - no line changes, funded as recommended.
- **Cemetery** - r & m roadways and grounds - recommended \$3,200 - decreased to \$2,500.
- **Health Department** - no line changes, funded as recommended.
- **Council on aging** - office supplies- recommended \$700 - decreased to \$600.
- **Council on aging** -postage - recommended \$1,000 - decreased to \$800.

#### Page 13

- **Veterans Department** - no line changes, funded as recommended.
- **Library Department** - salaries library tech - recommended \$54,764 - decreased to \$50,746.

- **Library Department** - office supplies - recommended \$1,176 - decreased to \$1,000.
- **Library Department** - other supplies/purch/updt books - recommended \$23,836 - decreased to 20,481.

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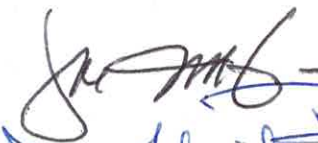
- **Historical Commission** - no line changes, funded as recommended.
- **Celebrations** - no line changes, funded as recommended.
- **Retirement of Debt** - no line changes, funded as recommended.
- **Interest** - no line changes, funded as recommended.

Going by line item is a tedious process and time consuming, yet a fair process for coming to a balanced budget, which is necessary by November of 2019.

Although we reduce by line items we are not requiring the departments follow our outlined budget. Once the budget is completed, total funds recommended to the departments, departments can distribute the monies in the manner they think is best.

With this process we have brought the deficit from (\$311,361) to (\$125,386). We still have a lot of work to do.

Chairmen Joe Freitas called for a motion to adjourn the meeting at 9:00 pm. A motion was made and seconded. A call for a vote was made by Chairman Mr. Freitas and the committee unanimously approved the adjournment.

  
 flintstone report  
 Nancy B Gajale  
 Michele K. Hamilton