

**TOWN OF BERKLEY
FINANCE COMMITTEE**

MONDAY APRIL 8, 2019

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

The meeting was called to order at 6:05 pm by Chairman Joe Freitas.

Chairman Joe Freitas called for a motion to accept the minutes of April 1 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 budgets representing the town's department not under the discretion of the Board of Selectmen.

Chairman Joe Freitas introduced Wendy Cochrane of the Treasure/Collector departments.

Ms. Cochrane referred to page 2 of the FY2020 Operating Budget (by line item) to walk us through the Treasure recommended budget.

Although there is an increase in the budget of \$25,134, in actuality the Treasure budget sustained little increase from FY2019. The increase includes \$23,000 for the HR/Assistant Treasurer, which is a new position that was recommended by the Board of Selectmen. The remaining \$2,134 increase was distributed throughout the personal for the department contractual obligation. (Pay increases).

The purpose of having the HR/Asst. Treasure position within the Treasury Department is because of Massachusetts Laws regarding elected officials. The position requires a need for bonding and they could work under Ms. Cochrane's bonding certificate.

Ms. Cochrane referred to page 3 of the FY2020 Operating Budget (by line item) to walk us through the Collector's Department.

Ms. Cochrane pointed out that there is a decrease in the budget of \$3,856, due to clerical decrease. In reality, \$6000 was moved over to the HR/Asst. Treasure position to go towards contractual obligations once someone is hired. The remaining \$2,144 of the \$6,000 is contractual obligations increase for the Collector's Department.

The Finance Committee thanked Ms. Cochrane for the information provided and taking the time from her busy schedule to attend the meeting.

Chairman Joe Freitas introduced Director of the Library Vicki Dawson. As requested by Michele Hamilton for the Finance Department, Ms. Dawson had several handouts to provide the committee detailed information for future reference as well as current information to assist us in understanding the financial background of the Library.

- Capital improvement funds provided last year and their current status.

- Capital improvements, listed in importance, for the future.
- Materials Expenditure Requirement for FY20. Percentage of appropriation that must be spent on library materials based on population size. Berkley is at 19%.
- Library met the materials expenditures and hours open to receive State Aid to Public Libraries for FY2019 at 90%, hope to maintain that for FY2020.
- The magic number is \$130,424 to prevent any ramifications from state aid.

Contracts are under negotiations and will be looking at a little increase. There is no grant money for payroll, and any extra hours are paid out of State Aid funds.

On April 3, 2019 the Finance Advisory Committee held a meeting to review free cash and department request. At this meeting, a motion was made to appropriate \$4,800 for the Library immediate needs of Computer Upgrades @ \$1700./Window AC Units @ \$600./Alarm Upgrade @ \$2500. Motion was made and seconded by the committee. The \$4,800 will be deducted from the Capital Improvement Funds.

The Finance Committee thanked Ms. Dawson for the information provided and taking the time from her busy schedule to attend the meeting.

Next on the Agenda was the Assessors/Cemetery Department and Chairman Joe Freitas acknowledge Assessor George Moitosa.

Mr. Moitosa provided the Finance Committee a revised FY2020 Operating Budget (By Line Item) for us to reference as a guide to understanding the budget requested for this up coming year.

- An increase in payroll per contractual obligations.
- Expenses have been reduced by approximately \$3,000.
- Training and Testing has been reduced by approximately \$1500.
- The reduction from Expenses and Training/Testing have been moved to a new line referred to Mapping.
- Mass CAMA software system is being replaced and a new system will be mandated by the state. This line was estimated at a cost of \$5300.
- Exemption for the Elderly is going up with no reimbursement.
- Veterans exemptions are increasing as well with no reimbursement. (about 75% increase)

Moving on to the Cemetery Mr. Moitosa referred to page 12 of the FY2020 Operating Budget (By Line Item) for reference purposes. Cemetery was level funded, no changes necessary.

The Finance Committee thanked Mr. Moitosa for the information provided and taking the time from her busy schedule to attend the meeting.

Chairman Joe Freitas introduced Deborah Pereira, Town Clerk to walk us through the Town Clerk budget and Elections/Registrations budget.

Referring to Page 4 of the FY2020 Operating Budget (By Line Item), Ms. Pereira that the only increase we are seeing in the Clerk's is the contractual obligations. No other changes, basically level funded.

Regarding the Elections/Registrations budget, this was just level funded. No major elections in the near future.

Ms. Pereira shared with the committee a few concerns that are coming up and additional funds will be needed.

- The current voting machines are obsolete and will need to be upgraded. Looking at quotes now. Have a quote of 2/\$10,400 with a maintenance fee.
- There will be additional cost of \$400 to maintain the new voting machines

The Finance Committee thanked Ms. Pereira for the information provided and taking the time from her busy schedule to attend the meeting.

New Business. Included in our packets:

- South Coast Rail Project packet provided by the Berkley Board of Selectmen Meeting of April 3, 2019.
- Berkley Master Plan packet provided by SRPEDD. Presentation held on Saturday April 6, 2019.
- Town Administrator, Alan Coutinho provided the committee with the Finance Advisory Committee's recommendation for allocations of free cash.
- Received notification of free cash approval based in accordance with the provisions of G.L. Chapter 59, S23, as amended.

Library Director, Vicki Dawson requested \$1000 to be taken from the Reserve Fund according to MGL CH 40 Sec 6.

This \$1000 is for tuition reimbursement per Union Contract. Requesting that the funds come from account #1-322-570-5780 to 1-610-511-5156.

After a brief discussion, a request to entertain a motion for the transfer was requested by Chairman, Joe Freitas. A motion was made and seconded. A call for a vote was made by Chairman Mr. Freitas and the committee unanimously disapproved the transfer.

Chairman Joe Freitas called for a motion to adjourn the meeting at 8:30 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.

for Mr. ...
Michelle K. Hamilton
Nancy B. Gajole
Philip ...