

WEST NEWBURY FINANCE COMMITTEE

Date, Time, Location: **Wed. July 13, 2022, 6 PM** (1910 Bldg.)

Attendees (& initials): Chris Wile (CW), Walter Burmeister (WB), Rob Phillips (RP), Dan Innes (DI), Jim Sperelakis (JS), Angus Jennings (AJ), Stephanie Frontiera (SF). Addit. Participants: Chief Dwyer, representing Police & Fire (MD) participated remotely (on vacation), Wayne Amaral, DPW (WA)

Meeting Minutes – July 13, 2022

1. Call to Order: 6:02 PM
2. Public Comment: None
3. Appointment of Officers:
 - Chair: RP nominated CW. 2nd: JS. CW accepted nomination. Approved 5-0.
 - Secretary: CW nomin. JS. 2nd: WB. JS accepted nomination. Approved 5-0.
 - Vice-Chair: After a brief discussion, appointment of this position was tabled to a future meeting.
4. Approval of Minutes: June 30, 2022 FC meeting minutes. Approval tabled to next meeting, to allow committee more time to review draft minutes.
5. Line Item Transfers for Consideration:
 - a. Police Overtime Wages: \$54,293.67 requested from Police Salary/Wages (Acct.# 01-210-5112) to Police OT (Acct.# 01-210-5113), to cover the cost of filling patrol OT shifts. Motion to approve: CW. 2nd: JS. **Approved 5-0.** WB asked “what if we had voted no”, on any of these transfers? AJ responded that the Officers would still be paid, and the Town’s free cash balance would be affected. SF added that the Auditor would also likely raise a concern.
 - b. Fire Alarm/Communications: \$600.63 requested from Fire Alarm Wages (Acct.# 01-220-5112) to Fire Alarm & Communic. (Acct.#01-220-5340) to extend the fire alarm utility to the new Pentucket Building Project. Motion to approve: CW. 2nd: WB. **Approved 5-0.**
 - c. Fire Expenses: \$10,940.73 requested from Fire Alarm Wages (Acct.# 01-220-5112) to Fire Expenses (Acct.# 01-220-5400) to cover unforeseen repairs to the 2008 KME fire engine. Motion to approve: CW. 2nd: WB. **Approved 5-0.**
 - d. DPW related transfers, as follows: Motion to Approve (all): CW. 2nd: RP
 - i. \$336.57 requested from Town Bldg. Improvements (Acct.# 01-420-5240) to DPW Salary & Wages (Acct.# 01-420-5112) to cover seasonal staff assistance.

- ii. \$4,229.03 requested from Town Bldg. Improvements (Acct.# 01-420-5240) to DPW overtime wages (Acct.# 01-420-5113) due to late-in-day/season roadway paving, necessitating overtime.
- iii. \$513.24 requested from Stormwater Mngmt. (Acct.# 01-420-5385) to Town Bldg. Operating Expenses (Acct.# 01-420-5210) to cover increase in material and labor costs.
- iv. \$7,894.97 requested from Street Paving & Repairs (Acct.# 01-420-5243) to Town Bldg. Operating Expenses (Acct.# 01-420-5210) to cover increase in material and labor costs.
- v. \$4,631.18 requested from Town Bldg. Improvements (Acct.# 01-420-5240) to Town Bldg. Operating Expenses (Acct.#01-420-5210) to cover increase in material and labor costs.
- vi. \$2,169.60 requested from DPW Expenses (Acct.# 01-420-5400) to Highway, Sidewalk & Trees (Acct.# 01-420-5380) to cover increased cost in pavement marking, catch basin cleaning and street sweeping.
- vii. \$115.80 requested from Parks Expenses (Acct.# 01-420-5405) to Highway, Sidewalk & Trees (Acct# 01-420-5380) to cover increased cost in pavement marking, catch basin cleaning and street sweeping.
- viii. \$374.27 requested from Road Machinery Expense (Acct.# 01-420-5530) to Highway, Sidewalk & Trees (Acct.# 01-420-5380)
- ix. \$57.45 requested from Street Lights (Acct.# 01-424-5410) to Highway, Sidewalk & Trees (Acct.# 01-420-5380)
- x. \$1,601.95 requested from Stormwater Mngmt. (Acct.# 01-420-5385) to Highway, Sidewalk & Trees (Acct.# 01-420-5380)
- xi. \$2,412.16 requested from Street Paving & Repairs (Acct.# 01-420-5243) to Highway, Sidewalk & Trees (Acct.# 01-420-5380)

All eleven DPW line item transfers (i-xi above) approved 5-0.

- e. Electricity: \$10,885.89 requested from Road Machinery Operating Expense (Acct.# 01-420-5530) to Electricity Acct. Motion to Approve: CW. 2nd: DI. RP asked "Can you explain electricity funding?" WA responded, the Town buys power from AMERESCO (operator of solar field, adjacent to Page School). We then sell the electricity generated to National Grid, which provides the Town a credit. WA also commented that the Library has electric heat. DI asked what percentage does \$10.9K represent in the Town's overall electricity bill? WA responded approx. 15%, of the total electricity bill of approx. \$70K. **Approved 5-0.**
- f. FICA: \$1,935.62 requested from Finance Expense (Acct.# 01-135-5400) to FICA (Acct.# 01-916-5173) to cover Federally mandated FICA insurance costs (1.45% of payroll) due to some salary & wage lines being slightly above budget. Motion to approve: CW. 2nd: DI. **Approved 5-0.**

- g. Soldier's Grave Expense: \$1,032 requested from Veteran's Benefits / Expenses (Acct.# 01-543-5689) to Soldiers Grave Exp. (Acct.# 01-543-5460) to fully cover a standardized cost to the Cemetery Trustees of \$8/grave for all four private cemeteries located in Town. Motion to approve: CW. 2nd: DI. **Approved 5-0.**
 - h. Board of Health (BOH) Expense: \$111.51 requested from Steele Landfill Monitoring (Acct.# 01-420-5385) to BOH Expense (Acct.# 01-510-5400) due to increased fuel cost. Motion to Approve: CW. 2nd: DI. **Approved 5-0.**
 - i. Planning Salary/Wages: \$1,447.77 requested from Planning Expense (Acct.# 01-175-5400) to Planning Salary & Wages (Acct.# 01-175-5112), due to Town Planner's mid-year salary incr. (+\$1/hr.) + addit. hours worked. This is due to the planner's increased responsibilities, inclu. stormwater permitting & affordable housing. Motion to approve: CW. 2nd: DI. **Approved 5-0.**
 - j. Planning Salary/Wages: \$469.69 requested from Assessor's Exp. (Acct.# 01-141-5400) to Planning Salary & Wages (Acct.# 01-175-5112) for aforementioned reasons stated in i. above. Motion to approve: CW. 2nd: RP. **Approved 5-0.**
- 6. FinCom Meeting Schedule: CW suggested a future meeting, a type of 'retreat', focused on the goals, objectives and 'philosophy' of the FinCom. After a brief discussion, the consensus was to hold such a meeting on **Wed. Aug. 24, 2022.**
 - 7. Adjournment: Motion to Adjourn; CW. 2nd: WB. Approved 5-0. 7:10 PM