

**West Newbury Finance Committee  
Minutes of the meeting  
Monday, January 23, 2017**

**FinCom Meeting with the Board of Selectmen (BOS) for a Review of the Preliminary Budget FY2018**

FinCom members joined the BOS as Finance Director Andrew Gould reviewed highlights of the Preliminary FY2018 Budget.

**FinCom Meeting**

Chairman Codair called the Finance Committee meeting to order at 7:35 p.m. in the second floor hearing room of the 1910 Building with Ms. Grammer, Mr. DeLena, Mr. Phillips, and Mr. Winch in attendance. Finance Director Gould was also present.

There being no public comment, the Committee considered its agenda.

**Town of West Newbury Preliminary Budget FY2018**

Mr. Gould presented a copy of the Pentucket Regional School Budget and distributed copies of the West Newbury Preliminary Budget FY2018. *Ms. Grammer will be the first FinCom member to review the school budget. Additionally, Ms. Grammer requested an electronic copy of the budget. Mr. Gould agreed to forward a copy.*

Mr. Gould explained the preliminary budget does not include yet-to-be-resolved contractual issues under negotiation. However, 2% Cost of Living Adjustments (COLA) are included. FinCom members reviewed the individual department budgets including transfers and turn backs from FY2016. Additionally, the town has not received the remaining school budgets. However, the schools did provide estimated increases.

**Finance Department**

Mr. Gould explained the \$12,653.00 turn back from the Finance Department was due to issues regarding new accounting software program. A new company purchased the original provider. The new company would not guarantee support of the software. At present, the Finance Department will remain with the current software. *Chairman Codair asked Mr. Gould to forward an outline of open articles including expenditures and remaining funds. Mr. Gould agreed to forward the report.*

**Board of Health**

Chairman Codair inquired about the large turn back for waste collection. Mr. Gould stated the previous year's budget dictated the requested budget for FY2016, but costs decreased.

**Recreation Line Item for Part Time Employee**

With reference to Parks & Recreation expense, FinCom questioned an increase from \$3,750.00 to \$7,200.00. If the expense was salary related, should there be a separate salary line. Mr. Gould explained adding an employee with retirement and health benefits is not an issue as the employee is part time and not eligible for benefits, although Workman's Comp does apply.

### **Pipestave Apartments Revolving Fund**

At fall Town Meeting, a vote was taken regarding transferring management of the affordable housing Pipestave Apartments to West Newbury, but the planned revolving fund was pulled from that agenda. Receipt rent covers the cost of maintenance, and the plan has been to add a vote on the revolving fund at this Spring Annual Town Meeting.

### **Debt Service**

Chairman Codair inquired about the debt reduction of \$121,906. Mr. Gould stated the school is exempt from the 2 ½ % ceiling and therefore falls under debt exclusion. Funds were deposited into School Stabilization.

### **Water Department**

In addition to the budget, the water department anticipates buying property for future well drilling purposes. In anticipation of a possible Article Request, FinCom will meet with the department after the deadline for submission of Article Requests-February 9, 2017.

### **FinCom Meetings**

In an effort to streamline department meetings, *it was agreed that FinCom should receive documentation associated with budget requests, such as the information identified as needed in the "What to Expect When Presenting to FinCom" document. Further, Chairman Codair will compose a click list of questions for individual departments.* Acceptable answers may eliminate the need to meet with FinCom.

### **Public Safety Dispatch Transfer Request — \$5,000.00 from FinCom Reserve to Dispatch Overtime**

Mr. Gould presented the request to FinCom. Chief Reed stopped by the meeting to address any questions the committee may have. The chief explained the request is necessary due to a budgeting shortfall. Chief Reed further stated it is difficult to find reservists able to work and thus the need for overtime. *FinCom voted to approve the transfer, 5-0-0.*

### **Online Ethics Test**

Previously, Ms. Grammer forwarded an annual summary of ethics/conflicts requirements as well as a link to the online ethics test. *Ms. Grammer passed around a signature sheet in which members acknowledged receipt of the ethics summary.*

### **Minutes**

*The Committee voted to approve the January 9, 2017 minutes with corrections, 4-0-1, Winch abstaining.*

### **Future FinCom Meetings**

*Mr. Gould will contact the departments to be available to meet with FinCom.*

Monday, January 30, 2017

- 7:00 pm – Fire Department
- 7:30 pm – Public Safety
- 8:00 pm – Library

Monday, February 6, 2017

- Department of Public Works
- Board of Assessors
- Town Clerk/Town Counsel

Monday, February 13, 2017

- Water Department

The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Elisa Grammer  
Secretary

### *Meeting Materials:*

Draft Omnibus Budget

Ethics/Conflicts Annual Summary & Acknowledgement Sheet

01/09/2017 Meeting Minutes

Police/Dispatch Request \$5K from Reserve Fund