

Selectmen's Budget Work Session Meeting, Wednesday, January 13th, 2016 in the Cavendish Town Office Meeting Room at 6:00 PM.

Present: Bob Glidden (Chairman), George Timko, Wendy Regier, Jill Flinn, Rich Svec (Town Manager), Bruce McEnaney (Assistant to the Town Manager), Jen Leak (Recording Secretary) and citizens as listed on the attached sheet.

Absent: Mike Ripley

1. Call the meeting to order

Bob Glidden, Chairman, called the budget work session to order at 6:08 p.m.

2. Review Correspondence

Bob Glidden, Chairman, informed the Select Board there was no correspondence to review, but there were orders to sign at their convenience during the course of the meeting.

3. Meet with representatives of the Cavendish Library Board and the Cavendish Town Librarian to consider the town library appropriation request for FY17

Kata Welch, Librarian, was not able to be present tonight. Since Margo Caufield was present, the Select Board skipped to item #4.

Rich reviewed the library budget with the Select Board. They are requesting a level-funded appropriation. Since their budget included a 2% cost of living increase for the librarian and assistant librarians, George wanted to wait to approve the appropriation until the Select Board decided the issue of employee C.O.L.A. raises. The Select Board moved on to item #5

4. Meet with representatives of the Cavendish Historical Society to consider it's town appropriation request for FY17

Margo Caufield was present and said they are asking for level funding. They have four main projects identified: restoration work on the Stone Church, renovations on the museum building, extending the stone wall around the Twenty Mile Stream Cemetery, and cleaning the Civil War Memorial. Margo said they use volunteers whenever possible to keep costs down.

Bruce added that the \$5000 Town appropriation will be put into a fund for building maintenance.

The Select Board thanked Margo for coming, and moved back to item #3.

5. Continue budget work on remaining items in the FY 2016-2017 Selectmen's Budget.

Rich went over the budget requests, line by line, giving the Board explanations and soliciting questions from the Board.

Rich suggested reducing the office electric service line item amount. He said the solar array

credits have been covering the office monthly charges, but he suggested still putting some money in this item in order to pay down the solar bond. George asked if the Town was receiving revenue from selling our Renewable Energy Credits. Rich said we were and that it goes into the Solar Project Maintenance Fund. Rich that, lately, the topic of RECs has been receiving some negative media attention.

Under the category of **Office**, page 3 of 3, *George Timko moved/Bob Glidden seconded a motion to approve \$1520 for Electric Service. All voted in favor.*

Rich asked the Select Board members to read a letter, submitted by Harry Westcott, requesting a larger appropriation on behalf of the Wallace McNulty American Legion Post #4. Harry said their request was in part, due to an increase in the costs of the flags which they put on the graves of veterans in the Town cemeteries for Memorial Day. Rich suggested keeping the appropriation level funded, but said that the Town cemetery funds could perhaps buy the flags. Bruce agreed that flags could be purchased out of the cemetery budget and that the cemetery staff can place the marker flags. The Board indicated that this seemed like a good way to resolve the problem and help out.

Under the category of **Appropriations**, page 1 of 2, *Bob Glidden moved/Jill Flinn seconded a motion to approve an appropriation of \$450 for Memorial Day and that the Town will buy the flags to put on veterans graves in the Town cemeteries. All voted in favor.*

Bruce asked the Select Board to reexamine the \$125 appropriation for the Current bus. Bruce said he does not believe it makes regular stops in town.

Under the category of **Appropriations**, page 2 of 2, *Jill Flinn moved/Bob Glidden seconded a motion to reduce the \$125 appropriation, which was approved on 1-11-16, to \$0 All voted in favor.*

Rich explained that the Town has been using money from the Cavendish Ambulance Fund to partially pay the Ambulance Assessment to the Town of Ludlow, which now provides the ambulance service for Cavendish. He said that we are drawing down that fund, and suggests the Select Board gradually increase this line item to prepare for closing out that fund in the next year or two.

Under the category of **Appropriations**, page 1 of 2, *George Timko moved/Wendy Regier seconded a motion to approve an appropriation of \$5000.00 for Ambulance Service. All voted in favor.*

Under the category of **Appropriations**, page 1 of 2, *Bob Glidden moved/Jill Flinn seconded a motion to approve an appropriation of \$250 for Green-up Day Activities. All voted in favor.*

Under the category of **Appropriations**, page 1 of 2, *George Timko moved/Bob Glidden seconded a motion to approve an appropriation of \$5000 for the Cavendish Historical Society. All voted in favor.*

Under the category of **Personnel**, page 1 of 1, *Jill Flinn moved/Bob Glidden seconded a motion to approve \$200 for Leadman Differential. All voted in favor.*

Under the category of **Town Business**, page 1 of 1, **Bob Glidden moved/George Timko seconded a motion to approve the page as requested. All voted in favor.**

Under the category of Taxes, page 2 of 2, Rich explained that the final figures for the Windsor County tax were not yet available. He said the Board could review those at the 1-20-16 meeting as the County is slated to finalize their budget this evening.

Under the category of **Insurances & Retirement**, page 1 of 1, **Bob Glidden moved/Wendy Regier seconded a motion to approve the page as requested. All voted in favor.**

Under the category of **General services**, page 1 of 2, **George Timko moved/Bob Glidden seconded a motion to approve the page as requested with the exception of Attendants salary and Administration which will be considered later. All voted in favor.**

Terry O'Brien, Recreation Director, was now present to discuss his proposed budget. Wendy asked for an overview of recent recreation activities. Terry said, in addition to the youth sports, new programs included walking fitness, flag football, a summer baseball camp, Run for the Books fundraiser for the Cavendish Town library, and a Haunted Trail at Greven Field on Halloween.

Terry said he is planning some new activities this winter for adults, such as ping pong and fitness training. He will be working on a skateboard ramp at Greven Field in the spring. Terry said there is a yoga class currently being held at the elementary school, but that isn't under the direction of the Recreation Department.

The Board thanked Terry for coming.

The Board discussed the proposed 2% C.O.L.A. increases. George commented that there is no social security increase this year. Rich said the US Department of Labor statistics showed an average 2% salary increase for municipalities. He also asked other town managers, and most were proposing at least 2% raises.

Bob said he was in favor of keeping the 2% raise, in order to keep the good highway crew and other staff that we have now. George asked if the Town employees also received performance raises in addition to the C.O.L.A. Rich said they did not.

Bob Glidden moved/Jill Flinn seconded a motion to approve a 2% Cost of Living Adjustment raise. All voted in favor.

Under the category of **Officers**, page 1 of 1, **Bob Glidden moved/George Timko seconded a motion to approve \$69,313 for Town Manager salary and \$31,521 for Town Clerk/Treasurer salary. All voted in favor.**

Under the category of **Office**, page 1 of 3, **George Timko moved/Wendy Regier seconded a motion to approve the following line items**

\$26,887 for Secretary/Bookkeeper/Office Assistant

\$23,615 for Secretarial/Office Assistant

\$25,700 for Full-time Assistant to the Town Manager

\$400 for Workshops/Training-Office Staff

\$2045 for Board Minutes

All voted in favor.

Under the category of **General Services**, page 1 of 2, *Bob Glidden moved/George Timko seconded a motion to approve \$20,000 for Transfer Station Attendants and \$4000 for Transfer Station Administration. All voted in favor.*

Under the category of **Appropriations**, page 1 of 2, *George Timko moved/Bob Glidden seconded a motion to approve \$36,800 for Library Appropriation and \$30,532 for Recreation/General Appropriation. All voted in favor.*

Under the category of **Summer Roads**, page 1 of 2, *Bob Glidden moved/Jill Flinn seconded a motion to approve the page as requested. Bob Glidden modified the original motion/George Timko seconded to amend the Employee #1-Foreman salary to \$30,795 due to a typo. All voted in favor.*

Under the category of **Winter Roads**, page 1 of 2, *Jill Flinn moved/Bob Glidden seconded a motion to approve the page as requested. All voted in favor.*

Under the category of **Taxes**, section a, *Bob Glidden moved/George Timko seconded a motion to approve the section as requested. All voted in favor.*

6. Discuss preliminary draft of March 2016 Annual Town Meeting Warning

Rich suggested the Select Board discuss the Town Meeting Warning Draft on Wednesday when we should have the Windsor County Tax figures. The Board agreed.

Rich passed the Annual Town Certificate of Highway Mileage for the Select Board to sign. There were no changes from last year.

7. Adjourn by 8:00 pm sharp

George Timko moved/Bob Glidden seconded a motion to adjourn at 8:14 p.m. All voted in favor.

Minutes Approved: _____

Date: _____