

***Westwood Finance and Warrant Commission
March 18, 2014
Meeting Minutes***

Chairman LeBlanc Cummings called the meeting to order at 7:35 P.M.

Finance and Warrant Commission (Fincom) members absent: Tom Looney, Rob Uek.

Permission was granted to WestCat to record the meeting.

Attending tonight's meeting for Fincom subcommittee reports:

- Town Administrator Mike Jaillet.
- DPW Director Todd Korchin.
- Town Clerk Dottie Powers.
- Youth Director Danielle Sutton.
- Human Resources Director Marybeth Bernard.
- Fire Chief Bill Scoble.
- Health Director Linda Shea.
- Recreation Director Nicole Banks.
- Library Director Tom Viti.
- IT Director Donna McClellan.
- Interim Economic Development Officer – Peter Hechenbleikner.

Town Meeting Financial Warrant Articles – Pam Dukeman

Prior to tonight's meeting, Fincom members received the May Town Meeting financial warrant articles and Pam reviewed the information at tonight's meeting.

Some comments:

- The Selectmen finalized the budget and financial articles at their March 10 meeting.
- The final information has changed very little from that presented earlier in the budget season and from the town's budget documents.
- The Selectmen voted to resolve the \$165K overall budget gap by applying \$165K from free cash to the stabilization and capital articles. No free cash is applied to the operating budget.
- FY14 supplemental appropriations are in two separate articles because one is transferring from one account to another and the second appropriates additional funds.
- At this point these supplemental requests should cover the snow and ice expenses.
- Overall FY15 capital appropriations are higher than previous years.
- The stabilization appropriation will bring the account balance to just over \$2.6M which is right in line with the \$2.7M financial policy target. The target changes each year, as it is based on a percentage of the Town's total budget. This appropriation will be viewed favorably by the rating agencies as the Town expects to sell a bond by the end of the fiscal year.
- Should the Town receive additional State aid after the May Town Meeting, it would be appropriated at the fall town meeting.

Questions:

- What is the reason for the Economic Development transfer from salary to expense?
 - Extra salary funds due to a vacancy; request for expense funds is to conduct a marketing initiative. Peter Hechenbleikner provided reasons for the request:
 - The University Station development will result in many new employees to the area and ultimately to Westwood stores, restaurants, etc.
 - The town wants to develop a communication that will inform those employees about Westwood and what it has to offer; also to foster relations between the town and help support its businesses.
 - A person will be hired to accomplish this.
- Is the ambulance being requested an additional one?
 - No. It is replacing an older one of the town's current three ambulances.
- Members had several questions regarding the two Police capital requests.....electronic control devices (explained as "tasers") and the automated license plate reader.
 - Chief Silva responded by clarifying the purpose/use of the two Police requests.
- What is the reason for the Finance & Warrant Commission salary transfer?
 - Additional Administrator hours assisting with the Long Range Committee, OPEB Task Force, revision to financial policies, fall town meeting.
- Do the Selectmen have a plan to fully fund the OPEB liability?
 - The Selectmen have a five year plan to increase the appropriation over the next few years as well as to focus on the expense side of the liability.

Fincom Subcommittee Reports (Attached)

On behalf of the Town, Chairman LeBlanc Cummings expressed thanks to the subcommittees for their hard work leading up to presentation of their reports tonight.

Municipal Report

Subcommittee member John Grogan presented the report in the absence of Chair Rob Uek. One item discussed at length was use of the library construction funds.

Education and OPEB Reports

Education Subcommittee Chair Denise Murphy presented the Education report.

OPEB representative Peter Neville presented his report. Some comments:

- Peter's Fincom representation on the Town's OPEB Task Force ensures Fincom comments and put forth and discussed.
- Peter has been impressed with the activity of the Board of Selectmen regarding this topic.
- Going forward it will be important that some of the new University Station tax revenue is earmarked for OPEB.

Municipal Facilities Task Force

As Fincom representative on this Task Force, George Hertz provided comments:

- A warrant article is on the May Town Meeting warrant to appropriate funds to continue the municipal facilities study; perhaps a more definitive decision on the public safety facilities will be ready for the fall Town Meeting.

University Station Subcommittee Report

Subcommittee member Barb Delisle presented this report.

Approval of the January 28, 29 and February 4, 25 Meeting Minutes

Barb Delisle made a motion to approve the January 28, 29, February 4 and 25 meeting minutes; seconded by David Blessing. Members in attendance at those meetings approved.

Chairman's Update

- Summaries of the subcommittee reports presented tonight will be included in the Fincom Town Meeting report; no members objected to the material presented tonight and agreed with inclusion of the reports.
- The Fincom's final public hearing is scheduled for March 24 and 25; if business is finalized on March 24 we will not meet on March 25.
- Article write-ups are due to Sheila by March 28.
- A Fincom reorganization meeting will be scheduled within 45 days of the conclusion of Town Meeting.
- Members whose terms expire this year: Craig Foscaldo, John Grogan, Kevin McManus, Ray Sleight and Margery Eramo Young. Those interested in reappointment should reach out to the new Moderator following the April 29 election.

Miscellaneous

- John Grogan reminded members that the OBED Baker articles have been removed from the upcoming Town Meeting warrant. No responses to the RFP (for use of the property) were received. The OBED Task Force will continue to look at alternatives.

Meeting Adjourned at 9:50 P.M.