

Town of Hanson

Finance Committee

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TOWN OF HANSON
2015 MAR 24
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Minutes of: April 7, 2015

Meeting Opened: 7:04 PM
Adjourned: 10:03 PM

M: MW (2nd) SM V: 5-0

	Barbara Arena <i>Chair</i>	Steve McKinnon <i>Vice Chair</i>	Joe Pelligra	OPEN	Michael Wojdaga	Teresa Fettig	Michael Dugan
Present	✓	✓	✓		✓	A	✓
Exp	6/30/15	6/30/16	6/30/15	6/30/16	6/30/16	6/30/15	6/30/2017
Time							

Also Present: Robert Arsenault, Veteran's Agent
Mary Collins, Director of Elder Affairs
Richard "Chip" Muncey, Superintendent, Water Dept.

Reserve Fund Requests

Veteran's Services RFT of \$8,875 to cover veteran's benefits through year end. Monthly expense is \$6,347 with \$3,819 remaining. These expenses are retroactively reimbursed by State at 75% (to General Fund). As a result of this request and while simultaneously reviewing the budget for 2016, the Finance Committee has amended its recommendation for veteran's services to increase it by an additional \$5,000 to \$47,500 for FY16 (line 77). Motion to Approve - SM, 2nd MW, Vote 5-0

Review of Revised 2016 Budget

Ms. Collins detailed the need to restore a part-time administrative position for Elder Affairs. Ms. Collins is involved in everything and there are areas that could concentrate on to be more effective. In order to do that, it would mean doing less of the day-to-day activities. VNA has a very supportive day program and would like to make all elders aware of all the day programs available to them. It's even more important for those elders who have lost spouses to be made aware and receive all the necessary available resources; to know they have somewhere/someone to turn to in time of need. It is felt the on area that is lacking is outreach. With the availability of a part-time resource, outreach could be heightened before issues could reach a drastic level. It was noted that there are 1,793 residents over the age of 60 as of YE 2014. The Council on Aging also includes social services for families, an area of outreach Ms. Collins would like to support.

Adjust the COA department head request to include the request for a part-time administrative assistant. FinCom is recommending funding of this position as requested; however, has not approved the salary line subject to cost of living adjustment.

Motion to Approve - MW, 2nd SM, Vote 5-0

2015 Opening Reserve Fund Balance:	\$86,187
8/12 Town Hall Phone System:	(\$15,000)
1/6/15 Approvals:	
BOH - VNA Services	(\$2,000)
HWY - Equipment Repair	(\$3,500)
HWY - Overtime	(\$4,000)
Tree Warden - Tree Removal	(\$6,500)
2/24/15 Balance:	\$55,187
3/24/15 Approvals:	
BOH - VNA Services	(\$1,168)
Library - Remove snow from roof	(\$5,500)
Highway - Repair	(\$6,733)
Highway - Traffic Light	(\$2,724)
Highway - Meals	(\$3,313)
3/24/15 Balance:	\$35,749
3/31/15 Approvals:	
BOH - Contracted Services	(\$3,500)
3/31/15 Balance:	\$32,249
4/7/15 Approvals:	
Veterans' Services	(\$8,875)
	\$23,374

Mr. Muncey attended the meeting to discuss the Water Department budget and articles for May 2015 town meeting.

Annual Town Meeting

Article 19 - Rescind borrowing - The Woodbine Ave extension water main project cost less money than expected.

Article 20 - Additional borrower for water tank (\$900,000) - Mr. Muncey detailed the need to rehab the water tank. It was determined that the tank needed the interior cleaned because of possible sediments accumulated at the bottom. Original quotes did not account for required "tenting" of the tank which contributed to the significant cost increase. The two bids received exceeded the appropriated monies in 2014 and will go out for rebidding with revised proposal to include required containment. A question was raised about whether it would be better to get a new one as opposed to having it rehabbed? Mr. Muncey indicated it would be a few hundred thousand dollars more and may be considered depending upon bids. Discussion regarding useful life of rehabbed tank and options available on a new tank for consideration.

Article 21 - Purchase Asphalt Patch Box (\$52,000) - Mr. Muncey explained that a patch box is a cost-effective solution for patching roads, pothole repairs and any other repairs required by the water and highway departments.

Article 22 - Water Meters (\$75,000) - Replacing water meters is a continuing project for the Town. It's essential to provide accurate reading records for all residents of the Town.

Article 23 - Engineering Water Exploration (\$50,000) - Currently, the Town has only one source of water from the four wells at Crystal Spring Well site, well Nos. 1, 3, 4 and 5. These four wells are in need of rehabilitation (Well #2 is non-functional). At one time, the Town did explore different sites but they were never developed. Plan is for Engineering to explore other water sources. Well #1, which is the oldest main in the Town, is actually the best water main producing the best quality water which attributes to its longevity. The water quality of the other wells requires significantly greater treatment with materials contributing to the deterioration.

Article 24 - Install New Water Mains (\$1,300,000) - There is a need to replace old water mains on various streets in Town because of possible lead and other contaminants built up over time and can accumulate if water stagnates. Currently water is kept constantly flowing through these lines to prevent buildup, resulting in a significant waste of water. The upgraded mains are expected to save millions of gallons of water per year as this waste is eliminated.

Special Town Meeting

Article 16 - Rehabilitate Crystal Spring Wellfield - Mr. Muncey discussed the need to rehab all wells at Crystal Spring Wellfield. It was determined that all wells needed to be rehabilitated. The cost to rehab these wells is \$60,000. An engineering firm has been hired to conduct a capacity study on all four wells.

Budget

Mr. Muncey indicated that he has included a 2% increase in his salary and made other adjustments in accordance with contractual obligations. Budget is as approved by the Water Commission.

Additionally, the following change is to be incorporated as part of FinCom's recommendations:

Cost of living increase for all department heads/non-union personnel to 2%. This is based upon the Bureau of Municipal Finance Law March 2015 cost of living adjustment of 1.63%, rounded up. TA/Accountant to be requested to incorporate into all applicable accounts and include breakdowns. The information provided for some positions, i.e., accountant clerical, election workers, custodian, etc., did not appear to calculate in accordance with the narrative provided. Motion to Approve - MW, 2nd SM, Vote: 5-0

Budget lines were recommended as presented by FinCom as follows:

- 3, 4, 5 - Finance Committee
- 7, 8 - Accountant
- 10 - Assessors
- 12-13 Treasurer/Collector
- 14 - Legal
- 17 - Town Clerk

19 - Elections
22 - Board of Registrars
24 - Conservation
26 - Planning Board
28 - Appeals Board
29 - Municipal Committees (\$-0-)
30 - Postage
32 - Municipal Buildings
73, 74 - Council on Aging
75, 76, Veterans (77 recommendation noted above)
78 - Care of Soldiers Graves
90, 91, 92, 93 - Water (Contractual)
Motion to Approve - MW, 2nd SM, Vote 5-0

Department salary lines were not recommended pending adjustment with the exception of Veteran's Services.

There is a question on the computer services line with the expense of Kapinos appraisal package. Further details are required.

Regarding the increase in Transfer Station attendant hours, further details are required on what the adjusted impact would be should the increase not be recommended.

Future Meeting Date: 4/14/15, 4/15/15

Adjourned: 9:00pm - Motion to Adjourn by SM, 2nd by JP, Vote: 5-0

TOWN OF HANSON
RESERVE FUND TRANSFER REQUISITION

DATE: 4/7/2015

DEPARTMENT: Veterans Services 01-543-5770-5770

REQUEST FOR TRANSFER IN ACCORDANCE WITH CHAPTER 40, SECTION 6, OF MASSACHUSETTS GENERAL LAWS

AMOUNT OF REQUEST: \$8,875.38

SALARY & WAGE EXPENSE

BALANCE UNENCUMBERED: \$3,818.84

PURPOSE OF TRANSFER: Request monies to finish out FY.

Currently spending \$6,347.11 per month average on Ordinary Benefits & medical bills.

With two months left in FY, this Department will need additional monies of \$8,875.30

(how figured \$6,347.11 for two months = \$12,694.22 - \$3,818.84 = \$8,875.38)

SIGNED: 

POSITION: Veterans' Agent

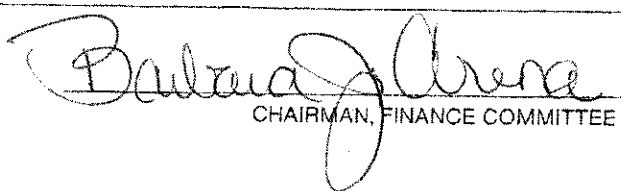
FINANCE COMMITTEE ACTION

DATE OF ACTION 4/7/2015

AMOUNT OF TRANSFER \$ \$8,875.38

EXPLANATION _____

75% reimbursement
Pd same
RFT \$32,249
Bal. before transfer


CHAIRMAN, FINANCE COMMITTEE

Request should be made and transfer voted **BEFORE** any expenditure is incurred in excess of the above stated unencumbered.

Town of Hanson
All Departments Expenditure Report
From 07/01/2014 to 06/30/2015

01 - GENERAL FUND Account	Description	Carry Fwd	Orig Bud	Amended	Encumb	Expend	Unencum Bal	% Exp
01-543-5100-5111	VETERANS - AGENT SALARY		\$14,250.00			\$10,970.87		
5100 - SALARIES & WAGES Total			\$14,250.00			\$10,970.87	\$3,279.13	76.98 %
01-543-5200-5420	VETERANS - OFFICE SUPPLIES		\$300.00			\$245.12		
01-543-5200-5735	VETERANS - MILEAGE		\$1,000.00			\$376.14		
01-543-5200-5780	VETERANS - OTHER EXPENSES		\$1,400.00			\$640.00		
5200 - OPERATING EXPENSES Total			\$2,700.00			\$1,261.26	\$1,438.74	46.71 %
01-543-5770-5770	VETERANS - BENEFITS		\$42,500.00			\$38,681.16		
5770 - ORDINARY BENEFITS Total			\$42,500.00			\$38,681.16	\$3,818.84	91.01 %
543 - VETERANS Total			\$59,450.00			\$50,913.29	\$8,536.71	85.64 %
01-544-5200-5780	CARE OF SOLDIERS GRAVES - EXPENSES		\$1,800.00					
5200 - OPERATING EXPENSES Total			\$1,800.00				\$1,800.00	0.00 %
544 - CARE OF SOLDIERS GRAVES Total			\$1,800.00				\$1,800.00	0.00 %
01-692-5200-5780	PATRIOTIC OBSERVANCE COMM - EXPENSE		\$2,000.00			\$108.65		
5200 - OPERATING EXPENSES Total			\$2,000.00			\$108.65	\$1,891.35	5.43 %
692 - PATRIOTIC OBSERVANCE COMMITTEE Total			\$2,000.00			\$108.65	\$1,891.35	5.43 %
01 - GENERAL FUND Total			\$63,250.00			\$51,021.94	\$12,228.06	80.66 %