

The Wilbraham Finance Committee  
Meeting Minutes  
Wilbraham Town Hall  
January 25, 2017  
7:00 p.m.

Present: Dan Miles, Nancy Piccin, Marc Ducey, Tim Murphy, Todd Luzi

Absent: Mike Mannix, Anna Levine, Carolyn Brennan, Kevin Murray

Also present: Gary Petzold, Deputy Sealer, Nathan DeLong, IT Director, Tom Sullivan Town Treasurer/Collector and Nancy Johnson, Town Accountant

I. **Open Forum:** At the end of the meeting Nancy Johnson would like to discuss the packet she handed out. Marc asked if it were possible to have the Finance Committee meetings the same day every week. Dan explained it was hard to do that and be able to guarantee a quorum for each meeting.

II. **FY2018 Budget – Sealer of Weights and Measures**

Gary Petzold, Deputy Sealer gave the committee an overview of the responsibilities of the Sealer. They must conform to all federal statutes, which are updated yearly. All equipment they use to perform each aspect of the job must be certified every five years. The Sealer instruments are in good shape and are current on inspections. The Sealer is responsible for ensuring the accuracy of scales, gas pumps, oil trucks, grocery scanners, large truck scales, bottle return machines and prices marked on the shelves in stores. Since Gary, and Susan Petzold, Sealer, took over this position, the responsibilities have changed drastically, but the current salary has not changed significantly. The Sealer now also has continuing education twice yearly to maintain state certification. Receipts the Sealer took in for the 2016 calendar year is \$4,810. The Sealer is asking for an increase of \$1,500 in Regular Salaries due to the increase in work required to do the job effectively. There is a \$700 decrease in Other Equipment as they are finally up to date with the equipment they have on hand. As a result of the continuing education requirement there are small increases in Travel, Dues/Memberships, and Training totaling \$377.

**FY2018 Budget – IT Department**

• **Operational Budget Increase**

The 1% increase (\$2079) allowed to expenses will be used to offset increased software and hardware maintenance costs. There is a \$10,000 increase to this line item for FY2018 as there is much hardware and software to maintain, also with each new software/hardware purchase, there is a maintenance contract that goes along with it. Line item 5245 Service Host Fees, is also increasing by \$10,000. In lieu of increasing the Service Host Fee, the IT Department is requesting the purchase of Fiber Optic capabilities.

• **Police Building Request**

After the Police Department moves to their new building, the IT Department requests to take over the old building. Nate estimates a need for an extra \$25,000 in their FY2018 expense budget for electricity and gas. There are many aspects to the building at 16 Main St that Nate believes make it ready made for the IT Department. Nate provided the Finance Committee a hand-out detailing why the IT Department needs their own space and how 16 Main St could work for the IT department. He addressed some concerns in the hand-out as well.

- Fiber Optic Capital Project

IT is proposing the installation of a Fiber Optic Municipal Area Network at an estimated cost of \$139,200. The initial savings that would be generated by this installation of Fiber Optics is \$10,140/year by replacing commercial broadband circuits with this network. Nate provided a hand-out further detailing the benefits and costs of installing the Fiber Optic Network. Nate will also be presenting this to the Capital Project Committee.

**HWRSD – Discussion re: FY2018**

The Finance Committee has a meeting set up for February 15, 2017 with Al Ganem, Beth Regulbuto, Sue Bunnell, and members of the Hampden Advisory Committee to discuss the HWRSD FY2108 school budget. Marc would like an agenda created for the meeting, so the school is prepared to answer questions from the finance committee. Tom announced that the Governor's numbers came out today and the School is receiving \$70,000 less than last year. The \$70,000 was taken from the regional transportation. The Town is receiving about \$60,000 more than last year. The Legislature still needs to vote on the budget, so it could change. Further discussion ensued regarding the Town's FY2018. Currently the budget is \$373,000 under the levy limit. Tom discussed some items that are already added to the preliminary budget. Also, he provided a restoration list of projects or costs that are not in the budget, but are requests from department heads to be added. The Finance Committee needs to vote on whether or not these items should be added to the budget. Tom talked about the purchase of a new Fire Truck in the FY2018 budget. It is a \$900,000 purchase. The funds will come from the future pay down line item and \$300,000 from ambulance. They will not have to borrow any money to purchase the fire truck.

- III. **Vote Minutes:** Accept the minutes for the January 18, 2016 Finance Committee meeting. Seconded, voted unanimously.

Debbie Brennan  
Staff Accountant