

Wilbraham Finance Committee
Meeting Minutes
Town Hall
February 9, 2016
7:00 p.m.

Present: Dan Miles, Walt Damon, John Guzzo, Anna Levine, Nancy Piccin,
Carolyn Brennan

Absent: Mike Mannix, Todd Luzi

Also present: Town Accountant Nancy Johnson, Library Director Karen Demers, Town Administrator
Nick Breault

Open Forum

No topics were discussed.

Vote Minutes

MOTION: Accept the minutes for the January 27, 2016 and February 1, 2016 Finance Committee meetings. Seconded, voted unanimously.

FY2017 Budget

Karen Demers presented the Library's proposed FY2017 budget to the Finance Committee.

- She reviewed services the library offers to residents, highlighting "Book Discussion Kits" for both Adults and Children, "Grab bag kits", and an outreach program for residents who otherwise would be unable to take advantage of all the library has to offer.
- She went over her budget line by line explaining differences from previous fiscal year.
- The Library's current proposed budget is level funded.
 - Contributing to the level budget is the downgrade of a full-time grade 8 position to a grade 4, saving \$16,954.56. Also Sue Getchell filled this Grade 4 position, vacating a part-time position on October 1, saving another \$12,178.92. This results in \$29,133.48 FY2016 funds available.
- Karen is asking for a new part-time (17.5 hours) Reference & Marketing position be added to the Town's restoration list, requiring \$16,279.00 for FY17. This position will be the primary coordinator for marketing all services the Library has to offer, using such marketing tools as twitter, facebook, emails newsletters, etc. Karen explains it will be more effective and efficient having one person responsible for marketing. She would like the reallocation of some of the funds saved from the grade change and elimination of part-time position (described above) to fund this new position.
- Currently the library receives State Aid. The 2015 allocation was \$18,985.00. Certain requirements must be met for the WPL to keep this allocation for FY2017. Among these requirements are there cannot be a disproportionate reduction to the Library's Budget as compared to other Town departments, and also, the funds allocated to Books/Periodicals must be at least 16% of total operating budget less staff benefits.

Nick Breault initiated the presentation of the proposed town wide Budget for FY2017. He was unable to finish the presentation as time ran out. Here are some highlights...

- The majority of Department Heads have been proposing level funded expense budgets, and increase in salaries only where union contracts and employee contracts require.
- Due to some employee issues, legal fees have exceeded what was appropriated in FY2016 by approximately \$29,000.00.
- Selectmen's office asking for another \$4,930.00 for the 5209, 5217 and 5218 line items (trave/dues/training).
- The Clerk's Office has a \$10,000.00 increase in FY2017 budget because of the presidential election year.
- Selectmen's salary pool has a \$50,000.00 increase due to employee upgrades, Local 98 Classification, Police/Fire increases. Not included in the FY2017 salary pool are the vaca/personal/sick leave buyout of 2 pending police officer retirements.
- Possible 5% increase in the Town's portion of Health insurance.
- Police are requesting the purchase of 3 new police vehicles, and rifles

Debbie Brennan
Staff Accountant