

Voted and approved 10-19-2010

**SELECT BOARD**  
Tuesday, October 12, 2010  
7:00 PM at Town Hall Meeting Room

**Present:** Jess Dods, Chairman  
Douglas Blanchard, Vice Chairman  
Michael Phelan  
Ann Roy

**Absent:** David McDougall

**Also Present:** Diana Schindler, Town Administrator

**PLEDGE OF ALLEGIANCE**

Call to Order

Select Board were attending the Finance Committee meeting to discuss Fiscal Policies and they were not having their own meeting.

Also present at the round table: Finance Committee: Robert Blanchette, Chair, John Martin, Meghan Haryasz and Jim Flemming. Ms. Schindler asked John Fitzpatrick to attend as well.

In audience: Ed Cauley, Highway Superintendent and David Silvernail Police Chief

The board members asked if there is a list of vacancies, Ms. Schindler stated she just updated the list and it is on the web.

Mr. Blanchette passed out to everyone a list (see attached) of what they call budget goals, he stated they know they have been calling them policies, he further stated these policies are hopeful events, and many are obtainable. They used the Longmeadow list and thought that had many good goals on it. He stated he has them in a different order than what they are talking about tonight. (the numbers in parenthesis are the ones on the list). He thought they could do the ones they would agree about with the discussions

1. (#1) Contracts-The Select Board will be represented in all union contract negotiations

Schools, (they could put all the groups they negotiate with) should we not strive to have all contracts on at the same time, the board has been striving to achieve that goal. Mr. Blanchette asked if the boards have time to do the contracts at the same year. Mr. Fitzpatrick recommended putting contracts on same cycle.

2. (#2) Balance operating budget without use of free cash- that is a goal the town would like to meet every year

3. (#9) BoS and FC will hold budget hearing no later than two weeks prior to Annual Town Meetings, where Department Heads and other interested parties can raise questions about the recommendations of those boards.
4. (#11) Department Heads will submit budgets to Town Administrator by date (to be determined). The FC will schedule meetings during the months of January and February with departments regarding budget requests, some meetings may be joint meetings with BoS. Mr. Blanchette asked Ms. Schindler if there was a date that she has dept heads submitting their budgets. Ms. Schindler replied right after the first of the year. Mr. Blanchette asked if that was a reasonable date. Ms. Schindler stated yes.
5. (#3) Revenue and Expenditure estimates should be conservative, yet realistic to minimize the future effects of shortfalls. Winter roads. He thinks the rest of the budget is conservative and realistic. Chairman Dods asked Mr. Cauley if there was a five year plan on the equipment. Five year plan changes based on priorities. Mr. Cauley stated he has not had a realistic expense or wage budget in the past ten to fifteen years. The situation is things are falling apart due to twenty years of not meeting the needs. Mr. Cauley further stated he asked for \$109,000 to address the paving issues this year, he did not receive anything and costs went up. Selectwoman Roy asked "before the recession of 07 why do you think you didn't receive what you needed". Mr. Cauley stated when there was money available they wanted to save it versus being preventive and respond to things. They didn't want to touch free cash and they didn't want to raise 2 ½.
6. (#5) Financing of the Town's Capital plan should be reviewed annually in a joint meeting by the BoS, the CIC, FC and TA. This is one way to avoid what happened with the items on the capital plan.
7. (#10) The capital and the stabilization accounts combined should contain a sum 5% of the town's annual operating budget. They should have 700,000 between the two accounts. Mr. Cauley stated David Kielson, Town Accountant would meet with the BoS and FC to remind them of good management practice should be to set money aside. A goal to reach and if it is reached to be maintained.
8. (#4) After the budget is balance and all known deficits are accounted for, the General Funds Undesignated Fund Balance (Free Cash) in excess of amount should be transferred as follows: 50% free cash to current budget and 50% to stabilization until they get enough money to function.
9. (#6) Proposition 2 1/2

10. (#7) From Longmeadow list-if you have a grant that is going to fund a position. That any cost associated with that position, when the grant disappears the town is not holding expenses in the operating expenses
11. (#8) Job training should have a three year job commitment signed, the number that you would want to put in there is you are spending 20,000 and that person leaves that person will be responsible for repayment to the Town.
12. (#12) FC and BoS will meet monthly to review expenditure and revenue reports.

Chairman Dods asked the Finance Committee if they had received the PCFs to be signed.

Selectman Blanchard complimented the police dept for the service they had provided his family. He also read letter aloud and asked to have the letter put into each of the officer's files.

MOTION: To transfer letter to appropriate depts. (PHELAN, ROY)

Voted and approved 4-0

Chairman Dods announced the Select board voted to send a letter to Nancy Labombard thanking her for her efforts on the Finance Committee and Capital Improvement Committee. Chairman Dods read letter aloud. The board signed the letter.

(woman) in audience asked for copy of letter, and minutes of this meeting. Ms. Schindler took her name and number.

The Finance Committee voted and approved the following pcfs:

- Jonathan Szymonik- Highway Department, to replace Matthew Wolanczyk
- Regina Shea-Sullivan - ZBA, resignation
- Janine Domina - ZBA, to replace Regina Shea-Sullivan
- Stephen Pais - Highway Department, to replace Henry Sansouci
- Scott Schuster – Police Dispatcher, to replace Shauna Lavigne
- Alan Torrey – Police Dispatcher, resignation
- Willian Gryszkiewicz – Police Department, resignation
- Leon Rice – Police Department, resignation

Ms. Schindler stopped taped, restarted it-

Diana stated the board signed the pcf's meeting ended at 8:25

**TIMES ARE SUBJECT TO CHANGE, THIS MEETING WILL BE ELECTRONICALLY RECORDED**

Having no further business, the meeting was adjourned at 8:25P.M.

Respectfully submitted

Regina Shea-Sullivan  
Administrative Assistant