
Board of Selectmen/Finance Committee Joint Meeting
Minutes of February 23, 2015

I. Call to Order/Roll Call

Chairman Kowalski called the Joint Meeting of the Board of Selectmen and Finance Committee to order at 7:06 P.M. in the Selectmen's Conference Room at the Town Offices. Roll call: P. Salafia-Y, B. Major-Y, A. Vispoli-Y, Mary O'Donoghue, and D. Kowalski-Y. Also present Town Manager Buzz Stapczynski, Assistant Town Manager Steve Bucuzzo, and Finance Director Donna Walsh. The meeting was duly posted and cable-cast live.

Finance Committee Chair S. Jon Stumpf opened the meeting for the Finance Committee at 7:07 P.M. Present from the Finance Committee: J. Marden-Y, M. Kruse-Y, E. Moffitt-Y, G. Serrao-Y, J. Barry-Y, and S. Jon Stumpf-Y.

II. Opening Ceremonies

Chairman Kowalski asked for a Moment of Silence followed by the Pledge of Allegiance.

III. FY-2016 Budget Presentations

A. Elder Services (Page 63-68 in Budget Book)

Elder Services Director, Kathy Urquhart, presented the Center at Punchard's FY-16 Budget and explained that with a slight reorganization of the department and a switch in positions they were able to maintain their current level of Personnel Services for FY-16 for a total 11.80 employees which includes 9.75 FTE's funded through the General Fund and 2.05 FTE's funded through the Revolving Account.

<u>Budget Summary:</u>	<u>FY-15</u>	<u>FY-16</u>	<u>+/- Change</u>
Personal Services	\$550,502	\$568,027	\$ 17,525
Expenses	\$174,140	\$153,770	\$-20,370
Federal Grants	(\$66,000)	(38,000)	\$ 28,500
<u>Sale of Service</u>	<u>(38,500)</u>	<u>(\$59,000)</u>	<u>\$ -20,500</u>
Total:	\$619,642	\$624,797	\$ 5,155

It was noted that decline in expense line item is due to the transfer of insurance to the Town's insurance budget line. The Center provides between 70-100 meals on wheels per day and rather than adding another position, they expanded the hours of the two drivers who are paid through the revolving fund, as are their benefits. Grant funding has been in decline with fewer Federal funds available; currently there isn't anyone in the Senior Program with grant experience.

Efficiencies include: Improved communication with drivers through cellphones and an allowance for uniforms (jackets/hats/vests) so they are readily identified when they deliver meals. The Center implemented an on-line registration process, changes have

been made to the SCRPT Program for the seniors who work to reduce their real estate tax obligations; and lastly, several of the rooms were painted and new carpeting installed giving a new fresh clean look to the Center. Kathy Urquhart also talked about the Senior Needs Assessment Survey sent out to 4,000 residents age 50 and above. The results of the survey will be shared at Town Meeting.

B. Community Services (page 52-57 in the budget book)

Kim Stamas, Director of Community Service, shared the FY-16 Budget requests for her Department. Kim noted that the increase in Personnel Services of \$30,247 is due to the increase in the minimum wage for seasonal workers. Two of their staff members are paid out of the Operating Budget and three staff members are paid through the Revolving Account. The Expense line increased by \$8,950 to cover the cost of increased electrical rates. The requested budget for FY-16 is \$181,218 which is an increase of \$19,197 over FY-15 and includes an additional \$20,000 in revenue anticipated for summer camps. Last year they lost a week of summer camp revenue due to the extension of the school calendar because of the additional snow days – at a cost of \$58,000 (net loss was about half of this amount). An additional thirty new programs were added this year and they are very appreciative for the use of the schools over vacation for their programs which produced \$10,000 in revenue.

C. Youth Services

Youth Services Director, Bill Fahey presented the Youth Services Budget for FY-16.

	FY-15	FY-16	+/- Change
Personnel Services	\$350,000	\$350,472	\$ 472
<u>Expenses</u>	<u>\$ 76,510</u>	<u>\$118,410</u>	<u>\$41,900</u>
Total:	\$426,510	\$468,882	\$42,372

Basically, their budget is level-funded as the additional expenses are associated with the operations for the new Youth Center. As agreed, the Andover Youth Foundation will give \$30,000 to the Town each December with \$19,000 allocated to the Youth Services Budget and the balance to Municipal Services. The program funds go into the revolving account which in turn, pays for those expenses. They are already receiving calls to book the building.

Joanne Marden suggested they show two budgets next year – the operating budget and a revolving account budget. With the additional staff, revenue, and programs it will provide transparency which is important to provide a complete picture. Donna Walsh will create a model for the budget book next year.

Mr. Fahey said Youth Services has budgeted the same number of personnel (5) paid through the General Fund for FY-16 although they did request a new I-20 Program Coordinator which was not recommended by the Town Manager. He reported that the Outreach Position that was filled from July to October is open again. The position has

once again been posted and they have received over fifty resumes. There is a continued need for resources to address issues affecting young people.

Although the medium income in Andover tends to prohibit grants, they would be interested in having access to a grant writer.

IV. Adjournment

At 8:22 P.M. on a motion by Alex Vispoli and seconded by Mary O'Donoghue, the Board of Selectmen voted to adjourn from the Joint Meeting and move to Regular Session. Roll call: P. Salafia-Y, B. Major-Y, A. Vispoli-Y, Mary O'Donoghue, and D. Kowalski-Y.

The Finance Committee adjourned on a motion by John Barry and seconded by Greg Serrao, the Finance Committee voted to adjourn. Roll call: J. Marden-Y, M. Kruse-Y, L. Anderson-Y, E. Moffitt-Y, G. Serrao-Y, J. Barry-Y, and S. Jon Stumpf-Y.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Documents: Department Presentations: Youth Services, Elder Services, and Community Services