

TOWN OF WRENTHAM
COMMONWEALTH OF MASSACHUSETTS

REPORT AND RECOMMENDATIONS

of the

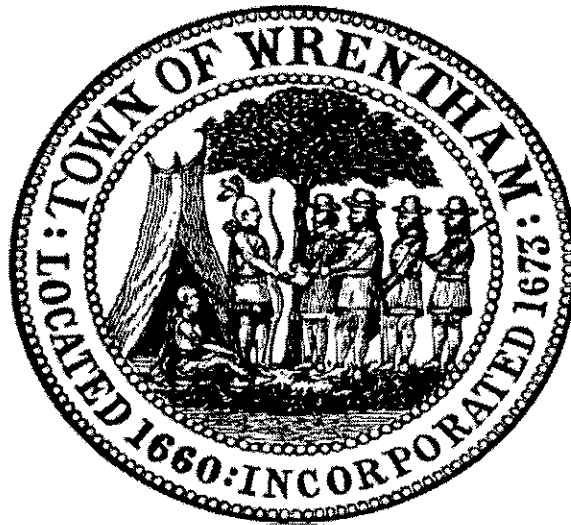
FINANCE COMMITTEE

for the

Special Town Meeting

Monday, November 10, 2014

King Philip High School
Wrentham, Massachusetts



Submitted by the Wrentham Finance Committee:
Jerome McGovern, Chair; Andrea Sweed, Secretary;
Marjorie Immonen, Mark Keilen, Arthur Robison, and Kelly Williams,
Members

Town of Wrentham, Massachusetts
Motions and Recommendations of the Finance Committee
Special Town Meeting
Monday, November 10, 2014

Article 3: Move that the Town vote to raise and appropriate the sum of \$4,267.36 to pay for Fiscal Year 2014 unpaid bills. Said sum to be distributed as follows:

- To FP Mailing Solutions - \$963.36
- To Cleaning Specialists of New England - \$3,304.00

Discussion: Unpaid bills are bills from the previous fiscal year that did not arrive until after the fiscal year close-out on 30 June.

The Finance Committee recommends that the Town vote to approve Article 3.

Article 4: Move that the Town vote to supplement the current Fiscal Year 2015 operating budgets as follows:

To raise and appropriate the sum of \$120,343, said sum to be distributed as follows:

Account	Amount
To Police Salaries	\$37,147
To Board of Selectmen Expenses	\$4,000
To Council on Aging Salaries	\$4,196
To Debt Service Principal	\$75,000

And to appropriate by transfer from Water Enterprise Retained Earnings to DPW Expenses the sum of \$20,000.

And to appropriate by transfer from Council on Aging Expenses to Department of Public Works (DPW) Expenses the sum of \$4,331.

Discussion:

- The supplemental for police salaries includes \$29,000 to establish a position for a police court prosecutor. Since 2006, Wrentham has not had a full time police court prosecutor who is responsible for handling the administrative requirements for applying for summons and arrest warrants and a variety of other duties that involve working closely with the clerk magistrate. This lack of a full time police court prosecutor was recently addressed in a letter from the Wrentham District Court clerk magistrate to the town pointing out the criticality of returning this to a full time position.

- The police salaries supplemental also includes \$8,147 for a negotiated raise for the police chief as part of his contract renewal that was finalized by the Board of Selectmen after FY2015 began, and thus was not part of the operating budget approved at the June Annual Town Meeting.
- The \$4,000 supplemental for the Board of Selectmen is to fund a salary study for the clerical and DPW unions. Because of the wide disparity of responsibilities for members of these two unions it is felt that the study is important to properly assess and compensate these approximately 20 positions.
- With regard to the \$4,196 COA salary supplemental, one of their employees recently was moved into the union based on the number of hours that employee works. The supplemental is to cover the increased salary required by collective bargaining.
- The \$75,000 supplemental to Debt Service Principal is to provide a principal debt payment for the Roderick School roof that should have been included with the operating budget.
- The supplemental for the DPW expenses is to support a sustainable water management initiative grant. The requested \$20,000 is to cover the Town's share of the \$80,000 grant from the Commonwealth. The intent of the study is to determine more accurately how much water can be withdrawn from Town wells without negative impacts.
- With the approved FY2015 operating budget, all department expenses for vehicle fuel were moved into a single line in the DPW account in order to provide better visibility and improved management. The \$4,331 supplemental from COA to DPW, transfers funds that were reimbursed to by GATRA to COA into the centralized fuel budget line.

The Finance Committee recommends that the Town vote to approve Article 4.

Article 5: Move that the Town vote to amend the Personnel By-Laws, Sections 8.3.9 through 8.3.11.3 related to Family and Medical Leave as recommended by the Personnel Board and delineated in the Personnel By-Laws handout to this Special Town Meeting.

Discussion: The change effects Maternity Leave, Small Necessities Leave, and Domestic Violence Leave in addition to Family Medical Leave; adds two new subsections to 8.3.11 (8.3.11.1 Small Necessities Leave Act and 8.3.11.2 Domestic Violence Leave Act) and rennumbers the former 8.3.11 as 8.3.11.3. All changes are needed to bring the town's by-law into conformity with existing state and federal law.

The Finance Committee recommends that the Town vote to approve Article 5.

Article 6: Move that the Town vote to amend the Personnel By-Laws Salary Schedule as recommended by the Personnel Board as follows:

Position	Minimum	Maximum
Information Technology Manager	\$70,000	\$ 85,000
Library Director	\$45,000	\$ 61,500
Recreation Director	\$45,000	\$ 61,500
Dispatcher	\$16.00/hr	\$23.00/hr
Part Time Employees		
Council on Aging Bus Driver	State Min. Wage	\$9.00 over State Min. Wage
Library Aides	State Min. Wage	\$8.00 over State Min. Wage
Library Pages	State Min. Wage	\$5.00 over State Min. Wage
Lifeguard	State Min. Wage	\$6.00 over State Min. Wage
Camp Director	State Min. Wage	\$9.00 over State Min. Wage
Assistant Camp Director	State Min. Wage	\$7.00 over State Min. Wage
Camp Counselor	State Min. Wage	\$5.00 over State Min. Wage
Gate Attendant	State Min. Wage	\$5.00 over State Min. Wage
Seasonal Laborer	State Min. Wage	\$6.00 over State Min. Wage
General Employment	State Min. Wage	\$8.00 over State Min. Wage

Discussion:

- At the Annual Town Meeting this past June, the approved budget included funding for the Information Technology Manager, a new position. This action establishes the salary range for that position.
- The Annual Town Meeting approved budget also included a 2% salary increase for By-Law employees. Both the Library Director and the Recreation Director are at the maximum range for their positions. This action slightly extends the maximum range so that they can receive their approved salary increases. (For both positions the maximum is extended from \$60,000 to \$61,500.)
- For the part time by-law employees this motion as approved by the Personnel Board seeks to establish the salary minimum as the State Minimum Wage to provide consistency and also establishes appropriate maximum ranges as delineated in the motion.

The Finance Committee recommends that the Town vote to approve Article 6.

Article 14: Move that the Town vote to appropriate from unappropriated funds in the treasury the sum of \$100,000 to be allocated to the Town Stabilization fund and that the Town vote to appropriate from unappropriated funds in the treasury the sum of \$600,000 to be allocated to the Municipal Capital Stabilization fund.

Discussion: This year's certified free cash (unappropriated funds in the treasury) is inordinately large because it includes \$507,000 of recouped FY2013 Chapter 90 funds. Chapter 90 funds are funds the state appropriates to cities and towns for construction, maintenance and repair of roads in the Commonwealth (similar to how Chapter 70 funds are appropriated for education). At the annual Town Meeting this past June, the FINCOM recommended and Town Meeting approved the appropriation of funds from the Capital Stabilization fund for capital expenses. This action left the Capital Stabilization fund with a very low balance. But we did this knowing that we were going to recoup the FY2013 funds as free cash and indicated that we would then use that to replenish the Capital Stabilization fund at the November STM. This motion fulfills that intent.

Simultaneously, we feel that the free cash figure also allows us to put \$100,000 in the regular Stabilization fund. This vote to appropriate funds in Stabilization requires approval by two thirds of Town Meeting voters.

The Finance Committee recommends that the Town vote to approve Article 14.

Recap of FINCOM Recommendations

Free Cash Recap

Starting Point	\$2,415,345
STM Actions	\$700,000
Remaining	\$1,715,345

Total Obligations	\$39,162,559
Free Cash Less Chap 90	\$1,908,345
FC % of Obligations	4.87%

Stabilization Recap

Current Total	
Stabilization Fund - Current	1,656,573
Capital Stabilization - Current	114,913
Total Stabilization	1,771,486
Operating Budget	36,715,908
Water Enterprise Budget	1,810,356
State Assessments	636,295
Total Obligations	39,162,559
Current Pct of Stabilization to Total Obligations	4.52%
5% Equals	\$1,958,127.95
Difference	-\$186,641.95

With Article 24 Stabilization	
Stabilization Fund - Recommended	1,756,573
Capital Stabilization - Recommended	714,913
Total Stabilization	2,471,486
Operating Budget	36,715,908
Water Enterprise Budget	1,810,356
State Assessments	636,295
Total Obligations	39,162,559
Current Pct of Stabilization to Total Obligations	6.31%
5% Equals	\$1,958,127.95
Difference	\$513,358.05