

# TOWN OF GILL

MASSACHUSETTS



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## SELECTBOARD MEETING MINUTES

*April 22, 2013*

Call to Order: The Selectboard and Finance Committee meeting was called to order at 6:05pm.

Present: Randy Crochier and John Ward, Selectboard members; Ray Purington, Admin. Assistant.

Finance Committee: Jacob Rau, Claire Chang, Alden Booth, Ronnie LaChance, and Tupper Brown (6:23pm).

Minutes: The minutes from 4/16 were not ready.

FY14 Budget Review: The Selectboard and Finance Committee continued their review of budget requests for FY14. The Library budget request was considered. Alden reported on behalf of Library Trustee Lissa Greenough that the extra day of library hours is going well and is being utilized by patrons. Having regular hours for the assistant librarian has allowed the Library to get caught up on some projects, including entering all of the book titles into the card catalog database.

There was discussion about the County Dog Fund, and that there remains only \$359.11 to transfer from that fund to the library's budget for FY14. The Library had been receiving \$800 yearly from that fund. Although the Town has its own Dog Fund (from dog license fees), Ray recommended not using that money for the Library budget, as there will be costs associated with meeting new laws on animal control officers. Aside from a \$12 step increase for the custodian, the Library budget is increasing only \$441, the difference between the \$800 Dog Fund allocation and the \$359 remaining in that fund.

There were questions about whether realistic amounts were being budgeted in FY14 for alarm monitoring expenses and office supplies. It was asked if the annual duct cleaning has ever been performed. Projected expenses for FY13 were requested. Alden will talk with the Trustees to find out answers.

The Conservation Commission budget was not available for review, as Ray has not received it yet.

The Cemetery Commission budget request was reviewed. There were many questions about how their various funds (opening fees, sale of lots, perpetual care, Tidd fund) are used in conjunction with the \$4,500 provided by the Town's annual budget. Ray will invite the Cemetery Commissioners to an upcoming budget meeting.

The Board of Health budget request was reviewed. Randy, speaking as a Board of Health member, explained that the only increase is for a step raise for the clerical assistant. He noted that the BOH has voted to not accept a COLA in FY14. He also explained the \$2,294 reduction for "Other Salary". Because Gill is a full member in the Franklin County Cooperative Public Health Service, all of our food inspections and septic inspections (Title V and perc tests) are being done by the Regional Health Agent. Before the CPHS, BOH members did those inspections and were paid for those services using the Other Salary funds. He suggested that the \$2,294 could be put toward the increased assessment for the CPHS. Randy distributed a handout that lists services received by Gill from the CPHS.

The FRCOG assessments were reviewed. It was noted that the Town Accounting Program, FCCIP, and CPHS are all voluntary programs that the Town chooses to use. There were generally no questions except for the \$3,402 increase for the CPHS. Randy noted that he is the co-chair of the CPHS Advisory Board. With the start of the CPHS in 2012, it marked the first time that Gill has had a public health nurse. The nurse has conducted several vaccination clinics, and is responsible for handling the reporting of infectious diseases. Randy explained that the BOH still maintains controls of town-specific health regulations.

For the CPHS, roughly 52.5% of its budget is currently funded by grants. As grants become less available, the cost share for member Towns will increase. For Gill, the FY14 assessment is \$10,206. This might rise to \$17,500 in

FY15, depending on grants and program participation by other towns. Randy acknowledged that is a significant increase, and the costs and benefits will need to be considered carefully.

The Sewer budget was discussed, along with a handout that looked at projected expenses and revenues for FY13 and FY14. Ray noted that the Selectboard should consider a small increase to sewer rates in order to keep expected revenues in line with the level-funded budget. It appears that there may be \$4,000 available in the FY13 budget to begin an Inflow and Infiltration study, and the Board directed Ray to initiate that work with Tighe & Bond.

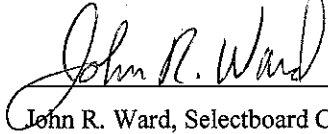
A budget handout from the Gill-Montague Regional School District was distributed. The assessment sheet in the handout is different from the one Ray had provided previously (dated 4/2). Ray and Tupper will contact the District to clear up the confusion.

It was requested to have the Highway Superintendent attend the 5/8 budget meeting to continue the review of his budgets. It was stressed that it is important to have copies of his updated figures available ahead of time.

The Finance Committee scheduled a meeting for 6/5 at 6pm. They expressed a hope that the Selectboard will be finished working on the budget after that date. The Selectboard meeting for 5/21 was set for a 4:30pm start. There will be 6pm budget meetings with the Finance Committee on 5/21 and 5/28.

Adjournment: The Selectboard and Finance Committee meetings adjourned at 8:10pm.

*Minutes respectfully submitted by Ray Purington, Administrative Assistant.*



John R. Ward, Selectboard Clerk