



TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5398

August 10, 2016

To: Finance Committee
From: Donna O'Connor - Chair
From: Next Meeting

The next meeting of the Finance Committee will be **Thursday, August 18, 2016 at 7:00 PM** in the Selectmen's Meeting Room at which time and place the Committee will consider the following agenda:

AGENDA

1. Call to Order
2. Introduction & welcome of newly appointed and reappointed members
3. Reorganization of the Committee
4. Accept minutes of the June 16, 2016 meeting (attached)
5. Town Manager's Report:
 - a. Reserve Fund Transfer Requests
 - i. Medicare (FY 2016 – Ratification) - \$2,582.59 (attached)
 - b. Staffing level in the Office of the Building Inspector (see July 25, 2016 Memo)
 - c. Repurposing of \$32,500 from MIS Support (memo to follow under separate cover)
 - d. FY 2016 revenue and charges/PAYT Program
 - e. Special Town Meeting – September 26, 2016
6. Correspondence – None at time of printing
7. Review Meeting Schedule
 - i. September 22, 2016 at 7PM – Regular Meeting/Public Hearing on STM warrant
 - ii. September 26, 2016 at 7 PM – Special Town Meeting
8. Other Business
9. Adjourn

Referenced Materials
As noted above

Cc Board of Selectmen



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Minutes June 16, 2016

Present: Donna O'Connor, Gene Buddenhagen, John Masiello, Bretta Karp, Judy Vedder, Christopher Rutigliano

Also: Daniel Morgado, Ellen Dolan

Call to order 7:05 PM

Ms. O'Connor commented on that this was Mr. Masiello's final meeting as a member of the Finance Committee. She expressed the appreciation of everyone for his many years of service. Mr. Masiello advised that while he was leaving the Finance Committee, he was newly appointed to the Beal Building Committee.

Minutes

On a motion by Mr. Masiello, second by Ms. Karp, the Committee voted to accept the minutes of May 12, 2016 and May 16, 2016.

Reserve Fund Transfers

Mr. Morgado presented three Reserve Fund Transfers that were approved as follows:

Fire Department Salaries	\$3,500 on a motion by Ms. Karp/Second by Mr. Buddenhagen
Board of Assessors Salaries	\$1,000 on a motion by Ms. Karp/Second by Mr. Rutigliano
Board of Health Expenses	\$5,000 on a motion by Ms. Karp/ Second by Mr. Rutigliano

Authorization to Sign Reserve Fund Transfers for FY 2016

On a motion by Mr. Masiello, second by Mr. Rutigliano, the Committee voted to authorize the Chair or Vice Chair to sign Reserve Fund Transfers for FY 2016 subject to subsequent ratification up to the amount of \$5,000.

Personnel Matters

Mr. Morgado made reference to his memo to the Finance Committee dated May 25, 2016.

Ms. Dolan provided an update on the status of the Library Project and the schedule for opening the new building. She also advised that the fundraising goal of \$1.75 Million has been realized. The need for a full time IT person to handle getting the computer systems stood up was

necessary as detailed in Mr. Morgado's memo. The Finance Committee expressed support for this approach to handling this matter.

Mr. Morgado reviewed the staffing situation in the Water and Sewer Departments as outlined in his memo. There was a general period of discussion on the matter of unaccounted for water. The Finance Committee expressed support for this approach to handling this matter.

Review Meeting Schedule

The next regular meeting of the Committee will be August 18th. The September meeting will be influenced by the date of the Special Town Meeting but based upon current plans the Finance Committee will meet on September 22nd.

The meeting adjourned at 7:48 PM.

Respectfully submitted,



Daniel J. Morgado
Town Manager

Referenced Materials

Meeting notice with attachments dated June 13, 2016
Transfer requests as noted
Memo from Mr. Morgado dated May 25, 2016

**IT Support
Budget Explanation
FY 2017**

Ongoing Support, Repair, Operation & Maintenance **Budget \$585,000.**

For the ongoing support, repair, operation and maintenance of the existing MIS/IT infrastructure including service agreements and consumables. To be paid in monthly installments.

New Initiatives **Budget \$32,500.**

\$32,500 for backup and disaster recovery system for the data center.

New Equipment **Budget \$85,000**

Replace/repair desktop hardware and peripherals. Included in this number is the licensing for each device's software. To be paid upon invoicing by SELCO.

Prior Year Deficits **Budget \$11,054**

Each July there is a review of past fiscal year's incurred expenses and a "make up" fee is assessed by SELCO -

Total Budget FY 2016 - \$713,554