

**TOWN OF KINGSTON
MASSACHUSETTS
FINANCE COMMITTEE**

**Minutes
15 April 2010**

Chairman Elaine Fiore opened a meeting of the Finance Committee at 7:00 PM on 15 April 2010 at the Kingston Town Hall. Also present were Mathew Hamilton, David Lofstrom, Lawrence Hunt, Paul Ricci, and Claire Soares. Jason Lelio was absent. Town Administrator Jill Myers also attended.

Town Clerk Mary Lou Murzyn met with the Committee to review her department's FY11 budget request. In order to make the 3 per cent reduction in the Town Clerk's budget she proposed to move \$3,981 in salaries from the Town Clerk's budget to Elections and Registrations which has no provision for permanent staffing. She reported that as currently funded, all staff in the Town Clerk's office works on Elections and Registrations. The Committee discussed restoring the funding cut by the Town Clerk from her budget back to the Clerk's budget to show a more realistic cost to that department.

Upon motion made by Lawrence Hunt and seconded by Claire Soares, following discussion, it was unanimously—

VOTED: To recommend a personal services budget of \$127,319 and an expense budget of \$5,250 for a total Town Clerk's FY11 budget of \$132,569 as follows:

Town Clerk

Personal Services:

Elected Officials	61,572.00	
Wage & Personnel	20,535.00	
Clerical Union	44,067.00	
O T	145.00	
Special Certification	1,000.00	
Total P S		127,319.00

Expenses:

Office Equipment	1,121.00	
Bookbinding	215.00	
Election/Tn Mtgs	100.00	
Recording Fees	76.00	
Training Seminars	550.00	
Professional Dvlpmt	200.00	
Postage	768.00	
Printing	675.00	
Preservation	0.00	
Office Supplies	500.00	
Other Supplies	325.00	
Travel/Meetings	100.00	
Dues/Memberships	320.00	
Bonding	300.00	
Total Expense		5,250.00
Total Budget		132,569.00

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The Committee reviewed with the Town Clerk her FY11 budget request for Elections and Registrations. There was discussion of the number of elections to be held during that year. Ms. Murzyn left the meeting following the review.

Upon motion made by Claire Soares and seconded by Lawrence Hunt, following discussion, it was unanimously –

VOTED: To recommend a personal services budget of \$25,994 and an expense budget of \$19,984 for a total Elections and Registrations FY11 budget of \$45,978 as follows:

Elections & Registrations

Personal Services

Wage & Personnel	22,810.00
O T	3,184.00
Total PS	25,994.00

Expenses

Office Equipment	800.00
Book Binding	100.00
Elections/Town Meetings	5,400.00
Police Security	4,709.00
Postage	2,600.00
Printing	4,400.00
Telephone	350.00
Office Supplies	300.00
Food	1,275.00
Travel/Meetings	50.00
Expense Total	19,984.00
Total Budget	45,978.00

The Committee reviewed the Care of Municipal Property FY11 budget request with the Town Administrator. There was discussion of the cost of utilities and of possible reductions to expense items.

Upon motion made by Mathew Hamilton and seconded by Paul Ricci, following discussion it was –

VOTED: To recommend a personal services budget of \$55,426 and an expense budget of \$105,600 for a total Care of Municipal Property FY11 budget of \$161,026 as follows:

CARE OF MUNI

PERSONAL SERVICES

Union Salary & Wages	52,901.00
Vacation Coverage	525.00
O T	2,000.00
Total P S	55,426.00

EXPENSES

Electricity	36,000.00
Heating Fuel	16,000.00
Property Repairs	15,000.00
Equipment	6,000.00

CARE OF MUNI (cont'd)	
Rubbish Removal	1,300.00
Postage	1,500.00
Telephone	27,000.00
Stationery for copier	1,800.00
Custodial Uniforms	1,000.00
Expense Total	105,600.00
Total Budget	161,026.00

David Lofstrom abstained from voting on the motion; all other members present supported it.

The Committee reviewed the Selectmen's FY11 budget request with the Town Administrator. There was discussion—

- of the Town Planner's position being included in the Selectmen's budget and, as a result, the actual cost of the Planning Department is distorted; and
- of the Committee suggesting that the Town Government Study Committee review policy and best practices and to see what it recommends.

Upon motion made by Lawrence Hunt and seconded by Claire Soares, following discussion, it was unanimously—

VOTED: To recommend a personal services budget of \$304,828 and an expense budget of \$57,731 for a total Selectmen's FY11 budget of \$132,569 as follows:

SELECTMEN

PERSONAL SERVICES

Elected Officials	4,200.00
W&P	186,328.00
Contracted Services	114,000.00
Longevity	300.00
Sick Leave	0.00
Total P S	304,828.00

EXPENSES

Accounting (Audit)	48,250.00
Advertising	1,200.00
Postage	1,000.00
Printing	3,000.00
Office Supplies	500.00
Subs/Pubs	150.00
Travel/Meetings	1,331.00
Dues/Memberships	2,200.00
Citizens A...	100.00
Expense Total	57,731.00
Total Budget	362,559.00

The Committee discussed the Conservation Commission's FY11 budget request which had been deferred from a prior meeting. There was discussion of preserving available money in the Wetlands Protection Fund.

Upon motion made by Elaine Fiore and seconded by Mathew Hamilton, following discussion it was unanimously –

VOTED: To recommend a personal services budget of \$81,401 and an expense budget of \$3,414 for a total Conservation Commission FY11 budget of \$84,815 as follows:

CONSCOM

Personal Services

W&P	52,424.00
Clerical U	28,977.00
Total P S	81,401.00

CONSCOM (cont'd)

Expenses

Consultants	0.00
Training/Seminars	100.00
Advertising	0.00
Postage	1,134.00
Printing	200.00
Office Supplies	450.00
Other Supplies	230.00
Travel/Meetings	750.00
Dues & Memberships	350.00
Office Equipment	200.00
Expense Total	3,414.00
Total Budget	84,815.00

The Committee reviewed the FY11 budget for retirement of debt.

Upon motion made Matthew Hamilton and seconded by Paul Ricci, following discussion, it was unanimously—

VOTED: To recommend an appropriation of \$2,897,083 for retirement of debt.

There was discussion of \$4,687,333 being Kingston's share of the Silver Lake Regional School District FY11 budget which represents cuts in Chapter 70 money made by the Massachusetts House of Representatives to the school budget.

Upon motion made by Mathew Hamilton and seconded by Lawrence Hunt, following discussion, it was –

VOTED: To accept the Minutes of the meeting held on 25 February 2010 as submitted.

Paul Ricci abstained from voting on the motion; all other members present supported it.

Upon motion made by Claire Soares and seconded by Paul Ricci, following discussion, it was –

VOTED: To accept the Minutes of the meeting held on 25 March 2010 as submitted.

David Lofstrom and Mathew Hamilton abstained from voting on the motion; all other members present supported it.

Upon motion made by Mathew Hamilton and seconded by David Lofstrom, following discussion, it was –

VOTED: To accept the Minutes of the meeting held on 1 April 2010 as submitted.

Lawrence Hunt and Paul Ricci abstained from voting on the motion; all other members present supported it.

There was discussion of the Wage and Personnel Board's response to the Committee's letter pertaining to changing Committee secretaries' annual salary to an hourly wage and of the procedure for amending any motion that Board makes to town meeting.

There being no further discussion or vote, the meeting was adjourned at 8:15 PM.

Respectfully submitted,

Miriam MacInnis, Secretary