

# **BILLERICA FINANCE COMMITTEE MINUTES**

**April 07, 2020**

A meeting of the Billerica Finance Committee was held on Thursday April 7, 2020 at 7:00 p.m. via Zoom Video Conferencing Communication App.

Present: David Gagliardi, Chairman, Doug Meagher, Vice Chairman, Mary McBride, Secretary, Donald Damon, Member, Patrick Logue, Member, Rino Moriconi, Member, Douglas Fogerty, Member, Philip Newfell, Member, Anthony Ventresca, Member, John Kleschinsky, 1<sup>st</sup> Associate Member, Cheri Gargalianos, Member, Kelley Sardina, Town Accountant Paul Watson, Ex-Officio and Joyce MacMillan, Recording Clerk

Excused: John Mulloy

Absent: Kelley Sardina

## **CALL TO ORDER:**

Chairman David Gagliardi called the meeting to order at 7:00 p.m.

## **PUBLIC COMMENT:**

N/A

## **DEPARTMENTAL BUDGETS:**

Participants: John Curran, Town Manger with Clancy Main, Management Analyst, Shirley Schult, Town Clerk, David Grubb, Recreation Director, Mark LaLumiere, Building Commissioner, Isabel Tourkantonis, Director of Environmental Affairs, Joe Ruggeiro, Veterans Director, Kristel Bennett, Board of Health Director, John Clark, Treasurer/Collector, Rich Scanlon, Chief Assessor, and Paul Watson, Town Accountant

### **Town Clerk's Office – Shirley Schult, Town Clerk**

Shirley Schult and Paul Watson went over the budget with the committee and gave updates on the changes. The 3.76% increase is due to step and cost of living increases.

Chairman Gagliardi opened the floor to the committee for questions or concerns. There were some questions about contractual obligations, cost of living, etc.

Doug Meagher, seconded by Tony Ventresca made a motion to recommend the Town Clerk budget in the amount of \$297,928.

A roll call vote was taken

It was voted:

John Kleschinsky - Aye  
Cheri Gargalianos – Aye  
Doug Meagher – Aye  
Don Damon – Aye  
Patrick Logue – Aye  
Phil Newfell - Aye  
Tony Ventresca – Aye  
Mary McBride – Abstained  
Doug Fogerty – Aye  
Rino Moriconi - Abstained  
Dave Gagliardi - Aye

**Elections – Shirley Schult, Town Clerk**

Shirley Schult and Paul Watson went over the budget with the committee and gave updates on the changes. The increases are due to the increased number of elections this year.

Chairman Gagliardi opened the floor to the committee for questions or concerns. There were some questions regarding as the virus continues are there any contingencies for voting, is the town reimbursed for early voting (yes, but not 100%) and if so, is it 100%, and they spoke about new voting machines.

Doug Meagher, seconded by Mary McBride made a motion to recommend the Election Budget in the amount of \$136,258.

A roll call vote was taken  
It was voted:

- John Kleschinsky - Aye
- Cheri Gargalianos – Aye
- Doug Meagher – Aye
- Don Damon – Nay
- Patrick Logue – Aye
- Phil Newfell - Aye
- Tony Ventresca – Nay
- Mary McBride – Abstained
- Doug Fogerty – Aye
- Rino Moriconi - Aye
- Dave Gagliardi - Aye

**Registrars – Shirley Schult, Town Clerk**

Shirley Schult and Paul Watson went over the budget with the committee and stated the increases were due to the 2020 census and census supplies, step and cost of living increases.

Chairman Gagliardi opened the floor to the committee for questions or concerns. There was some discussion regarding the census and the state mandates, and dog licensing.

Doug Meagher, seconded by Don Damon made a motion to recommend the Registrars Budget in the amount of \$65,460.

A roll call vote was taken  
It was voted:

- John Kleschinsky - Aye
- Cheri Gargalianos – Aye
- Doug Meagher – Aye
- Don Damon – Aye
- Patrick Logue – Aye
- Phil Newfell - Aye
- Tony Ventresca – Aye
- Mary McBride – Aye
- Doug Fogerty – Aye
- Rino Moriconi - Aye
- Dave Gagliardi – Aye

**Recreation – David Grubb, Director**

David Grubb went over some of the changes in the budget, one of the changes being 7 ½ hours added to the program coordinators hours and changes in assistant director’s step level.

Chairman Gagliardi opened the floor to the committee for questions or concerns. There was some questions regarding the dog park, disk golf and when it would be open, they discussed the added 7 1/2 hours to the program coordinator and if he was eligible for Benefits (he is already at 30 hours current schedule) and programs being offered.

Doug Meagher, seconded by Tony Ventresca made a motion to recommend the Recreation Budget in the amount of \$477,823.

A roll call vote was taken  
It was voted:

- John Kleschinsky - Aye
- Cheri Gargalianos – Aye
- Doug Meagher – Aye
- Don Damon – Aye
- Patrick Logue – Aye
- Phil Newfell - Aye
- Tony Ventresca – Aye
- Mary McBride – Aye
- Doug Fogerty – Aye
- Rino Moriconi - Aye
- Dave Gagliardi – Aye

**Building Dept. – Mark LaLumeire, Building Commissioner**

Mark LaLumeire stated there’s really not much that has changed in the budget since last year. Permit Ally and the ZBA being moved into this department.

Chairman Gagliardi opened the floor to the committee for questions or concerns. There was some question regarding possible loss of income with the permits due to the virus, salary info and steps, do the fees go into the general fund, and Permit Alley and ZBA.

Doug Meagher, seconded by Mary McBride made a motion to recommend the Building Dept. Budget in the amount of \$706,366.

A roll call vote was taken  
It was voted:

- John Kleschinsky - Aye
- Cheri Gargalianos – Aye
- Doug Meagher – Aye
- Don Damon – Aye
- Patrick Logue – Aye
- Phil Newfell - Aye
- Tony Ventresca – Aye
- Mary McBride – Aye
- Doug Fogerty – Aye
- Rino Moriconi - Aye

Dave Gagliardi – Aye

**Conservation – Isabel Tourkantonis, Director of Environmental Affairs**

Isabel Tourkantonis stated the only increase in her budget this year is \$339. The overtime rate will be increased due to cost of living adjustment in the contract for the recording secretary.

Chairman Gagliardi opened the floor to the committee for questions or concerns. There were questions and discussions regarding beaver control, about how much of the OT was already used up for FY21 and why that was, how much revenue the department brings in, and one of the committee members mentioned that the narrative for Conservation was one of the better budgets he's ever seen.

Doug Meagher, seconded by Mary McBride made a motion to recommend the Conservation. Budget in the amount of \$234,300.

A roll call vote was taken  
It was voted:

John Kleschinsky - Aye  
Cheri Gargalianos – Aye  
Doug Meagher – Aye  
Don Damon – Aye  
Patrick Logue – Aye  
Phil Newfell - Aye  
Tony Ventresca – Nay  
Mary McBride – Aye  
Doug Fogerty – Aye  
Rino Moriconi - Aye  
Dave Gagliardi – Aye

**Veterans – Joe Rugeiro, Director**

Patrick Logue has recused himself from the Veterans Budget vote.

Joe Rugeiro stated the budget would decrease by \$39,746. Joe went over why the decrease in budget, changes in the office, and benefits.

Chairman Gagliardi opened the floor to the committee for questions or concerns. There was some question regarding the Chapter 115 cases, fuel assistance for Billerica, Tewksbury & Wilmington with Community Team Work in Lowell, bringing back many veterans to the office, loss of some past information, new programs, making the office more visible, and active cases have increased. One of the committee members stated the documents given for the budget book is excellent, the best and many of the questions that he had in the past were all answered within these pages.

Doug Meagher, seconded by Mary McBride made a motion to recommend the Veterans Budget in the amount of \$543,475.

A roll call vote was taken  
It was voted:

John Kleschinsky - Aye  
Cheri Gargalianos – Aye  
Doug Meagher – Aye

Don Damon – Aye  
Patrick Logue – Recused  
Phil Newfell - Aye  
Tony Ventresca – Aye  
Mary McBride – Aye  
Doug Fogerty – Aye  
Rino Moriconi - Aye  
Dave Gagliardi – Aye

**Board of Health – Kristel Bennett, Director**

Kristel Bennett stated there would be an increase in the budget due to an added part-time position. This position would address any mental health needs.

Chairman Gagliardi opened the floor to the committee for questions or concerns. How does the virus reporting to the state for this virus, they discussed the “MAVEN” (Massachusetts virtual epidemiologic network) a charting system for reporting infectious diseases, why the need to up the overtime budget, and separations cost.

Doug Meagher, seconded by Don Damon made a motion to recommend the Board of Health Budget in the amount of \$422,309.

A roll call vote was taken  
It was voted:

John Kleschinsky - Aye  
Cheri Gargalianos – Aye  
Doug Meagher – Aye  
Don Damon – Aye  
Patrick Logue – Nay  
Phil Newfell - Aye  
Tony Ventresca – Nay  
Mary McBride – Aye  
Doug Fogerty – Aye  
Rino Moriconi - Aye  
Dave Gagliardi – Aye

**Treasurer/Collector – John Clark, Treasurer/Collector**

John Clark stated not much has changed. There was an increase in the billing process, some of it being postage and programing updates. The bill process update results in a 2.25% increase per bill. There was a 2.8% increase in salaries, the Munis system was updates 2 years ago.

Chairman Gagliardi opened the floor to the committee for questions or concerns. There was some question regarding retirees, fee increases, tax revenue collections, tax titles, abutting parcels of land, and can people opt out of mailings (Munis doesn't have a tracking system built into it to allow this).

Doug Meagher, seconded by Mary McBride made a motion to recommend the Treasurer/Collector Budget in the amount of \$779,889.

A roll call vote was taken  
It was voted:

John Kleschinsky - Aye  
Cheri Gargalianos – Aye  
Doug Meagher – Aye  
Don Damon – Aye  
Patrick Logue – Aye  
Phil Newfell - Aye  
Tony Ventresca – Aye  
Mary McBride – Aye  
Doug Fogerty – Aye  
Rino Moriconi - Aye  
Dave Gagliardi – Aye

**Assessors – Rich Scanlon, Chief Assessor**

John Curran, Town Manager and Rich Scanlon – the only increase in this budget is due to contractual obligations and step increases.

Chairman Gagliardi opened the floor to the committee for questions or concerns. The committee asked about the ongoing telephone cases and if they had all been settled, and have there been any changes in the 17C qualifications.

Doug Meagher, seconded by Mary McBride made a motion to recommend the Assessors Budget in the amount of \$556,349.

A roll call vote was taken  
It was voted:

John Kleschinsky - Aye  
Cheri Gargalianos – Aye  
Doug Meagher – Aye  
Don Damon – Aye  
Patrick Logue – Aye  
Phil Newfell - Aye  
Tony Ventresca – Aye  
Mary McBride – Aye  
Doug Fogerty – Aye  
Rino Moriconi - Aye  
Dave Gagliardi – Aye

**Accounting – Paul Watson, Town Accountant**

Paul Watson – the only increase in this budget is due to contractual obligations and step increases. There is one clerk due for a longevity increase.

Chairman Gagliardi opened the floor to the committee for questions or concerns. The committee asked about the sick time incentives (by-law employees are not eligible), is staffing okay, will the free cash number be certified by fall can it be done quicker (Paul is trying).

Doug Meagher, seconded by Patrick Logue made a motion to recommend the Accounting Budget in the amount of \$317,755.

A roll call vote was taken  
It was voted:

John Kleschinsky - Aye  
Cheri Gargalianos – Aye  
Doug Meagher – Aye  
Don Damon – Aye  
Patrick Logue – Aye  
Phil Newfell - Aye  
Tony Ventresca – Aye  
Mary McBride – Aye  
Doug Fogerty – Aye  
Rino Moriconi - Aye  
Dave Gagliardi – Aye

**REVIEW OF APRIL 1, 2020 MINUTES:**

Tony Ventresca stated that on page 4 of the April 1 minutes it states that Parks & Trees would be on the next meeting. It should be changed to read future meeting.

Doug Meagher, seconded by Mary McBride made a motion to accept the minutes of April 1, 2020 as amended.

A roll call vote was taken  
It was voted:

John Kleschinsky - Aye  
Cheri Gargalianos – Aye  
Doug Meagher – Aye  
Don Damon – Aye  
Patrick Logue – Aye  
Phil Newfell - Aye  
Tony Ventresca – Aye  
Mary McBride – Aye  
Doug Fogerty – Aye  
Rino Moriconi - Aye  
Dave Gagliardi – Aye

Next virtual Finance Committee Meeting Tuesday April 14, 2020

The committee discussed the public being able to watch the Zoom meetings. The link is noted on all FinCom agendas. There was also some discussion regarding future meetings, warrant article meetings, public hearing, etc.

**ADJOURNMENT:**

Doug Meagher, seconded by Tony Ventresca made motion to adjourn.

A roll call vote was taken  
It was voted:

John Kleschinsky - Aye  
Cheri Gargalianos – Aye  
Doug Meagher – Aye  
Don Damon – Aye  
Patrick Logue – Aye

Phil Newfell - Aye  
Tony Ventresca – Aye  
Mary McBride – Aye  
Doug Fogerty – Aye  
Rino Moriconi - Aye  
Dave Gagliardi – Aye

Chairman David Gagliardi adjourned the meeting at 9:10 pm.

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Joyce MacMillan, Recording Clerk