

**PRESENT:** PAULO DEOLIVEIRA, (CHAIR), JIM CARTER, DONNA LOWELL-BETTENCOURT, ROBBIE COAD  
**OTHER:** KAREN MADEIROS, JAMES HAGERTY, PIA WEBSTER (WW), KIM LUCAS (HR)

**MS. MADEIROS CALLED THE MEETING TO ORDER AT 4:00PM.**

NOMINATIONS FOR CHAIRMAN AND CO-CHAIRMAN WERE MADE AND VOTED.

MS. MADEIROS EXITED THE MEETING.

MOTION PLACED ON THE FLOOR BY MR. CARTER TO APPROVE THE 2/12/2019 MINUTES. MR. COAD SECONDS, NO DISCUSSION, VOTE TAKEN; APPROVED 4-0.

THE FAC REVIEWED THE REMAINING FUNDS IN THE RESERVE BUDGET: \$22,295.95.

MR. HAGERTY DISTRIBUTED THE NEW POLICY AND PROCEDURE FOR CHAPTER 77 TRANSFERS. HE REVIEWED THE PROCESS WITH THE FAC. HE PRESENTED A FORM THAT ALLOWS FOR ALL NECESSARY SIGNATURES TO BE RECORDED IN THE PROPER ORDER FOR THE PROCESS, AND THERE ARE ALSO AREAS TO CLEARLY INDICATE WHICH ACCOUNT FUNDS ARE BEING TAKEN FROM, AND WHERE THEY ARE REQUESTED.

THE FAC REVIEWED SIX CHAPTER 77 REQUESTS. THESE REQUESTS HAVE BEEN APPROVED BY THE BOARD OF SELECTMEN AND ARE IN FRONT OF THE FAC FOR CONCURRENCE:

- (1) TOWN ADMINISTRATOR REQUESTS \$20,000 TO REPAIR THE SPRINKLER SYSTEM AT TOWN HALL;
- (2) COLLECTOR REQUESTS \$1,400 BE ADDED TO COLLECTOR'S SALARIES BECAUSE THE COLA WAS NOT INCLUDED IN THE ORIGINAL BUDGET;
- (3) PROCUREMENT OFFICER REQUESTS \$8,000 TO BE ADDED TO PROCUREMENT SALARIES FOR FIVE ADDITIONAL HOURS PER WEEK THAT WERE NOT ACCOUNTED FOR IN THE FY19 BUDGET;
- (4) ACCOUNTANT REQUESTS \$5,000 FOR ADDITIONAL HOURS WORKED.
- (5) DREDGE REQUESTED \$412.32 BE MOVED FROM OPERATING TO CREW SALARIES ACCOUNT FOR CREW HOURS;
- (6) WASTEWATER REQUESTED \$37,500 BE MOVED FROM SALARIES TO OPERATING FOR REMAINING MAY/JUNE FY19 BILLS.

MS. WEBSTER WAS PRESENT TO PROVIDE AN EXPLANATION FOR THE WASTEWATER DEPARTMENT REQUEST. MR. DEOLIVEIRA ASKED MR. HAGERTY IF THIS REQUEST HAD BEEN REVIEWED BY THE ACCOUNTANT, MR. HAGERTY SAID IT HAD. MS. LOWELL-BETTENCOURT ASKED IF A NOT-TO-EXCEED AMOUNT WOULD BE AN OPTION HERE, IN CASE THE WW DEPT DOES NOT NEED THE ENTIRE \$37,500; MR. HAGERTY SAID IT HAS TO BE A SPECIFIC AMOUNT. MR. DEOLIVEIRA ASKED MS. WEBSTER IF THE FY20 BUDGET REFLECTS THE SALARY CHANGES THAT ARE EVIDENT IN THE BUDGET INFORMATION PROVIDED, MS. WEBSTER SAID SHE WASN'T SURE, DAVID THOMPSON HANDLES PERSONNEL. MR. DEOLIVEIRA QUESTIONED WHY THESE LARGER TRANSFERS SEEMS TO HAPPEN EVERY YEAR; MS. WEBSTER STATED THAT THE DEPARTMENT IS UNABLE TO HOLD ONTO GOOD EMPLOYEES BECAUSE THEIR COMPENSATION IS TOO LOW TO BE COMPETITIVE.

MOTION PLACED ON THE FLOOR BY MR. CARTER TO APPROVE THE SIX CHAPTER 77 REQUESTS FOR TRANSFER. MS. LOWELL-BETTENCOURT SECONDS, NO DISCUSSION, VOTE TAKEN; APPROVED 4-0.

MR. CARTER ASKED MR. HAGERTY HOW MUCH MONEY IS RETURNED TO THE BUDGET AT THE END OF EACH YEAR. MR. HAGERTY STATED THAT AN AVERAGE OF \$480,000 GETS RETURNED EACH YEAR.

MR. DEOLIVEIRA WELCOMED MS. LUCAS AND ASKED HER TO UPDATE THE FAC ON THE STATUS OF THE CLERK. MS. LUCAS STATED THAT THE PREVIOUS CLERK WAS TERMINATED ON 4/29/19; MS. LUCAS RE-ADVERTISED FOR THE POSITION AND RECEIVED ONE APPLICATION. SHE IS UNABLE TO SHARE THE NAME OF THE APPLICANT AT THIS TIME. MR. CARTER ASKED HER WHY NO ONE WANTS THIS JOB. MS. LUCAS RESPONDED THAT BECAUSE IT'S SO FEW HOURS, IT HAS TO BE SECOND OR THIRD JOB FOR SOMEONE AND WITH SO FEW HOURS EACH WEEK, IT'S NOT THAT APPEALING. MR. HAGERTY SUGGESTED COMBINING THE POSITION WITH OTHER POSITIONS IN TOWN TO MAKE THE JOB MORE ATTRACTIVE AND ASKED MS. LUCAS WHAT SHE THOUGHT OF THAT IDEA. MS. LUCAS RESPONDED THAT COMBINING THIS WITH ANOTHER POSITION COULD BE A GOOD MOVE; SHE FURTHER STATED THAT THE PERSONNEL BOARD IS ALSO LOOKING FOR ADMINISTRATIVE HELP. MR. DEOLIVEIRA SAID THE FAC WOULD DISCUSS THIS WITH THE PERSONNEL BOARD AND RE-VISIT THE ISSUE.

THE FAC REVIEWED THE BUDGET PROCESS SURVEY RESULTS WITH MR. HAGERTY. MR. HAGERTY SAID THE FEEDBACK WAS POSITIVE OVERALL AND THAT PEOPLE WHO TOOK THE SURVEY SEEM GENERALLY SATISFIED WITH THE PROCESS. THE FAC AGREED AND THOUGHT THE SURVEY ITSELF WAS A FANTASTIC IDEA. IT WAS SENT OUT TO ALL DEPARTMENT HEADS, ASSISTANTS AND A NUMBER OF THIRD PARTY (OUTSIDE) ENTITIES THAT ALSO PARTICIPATE IN THE TOWN'S BUDGET PROCESS; THERE WAS AN 80% RESPONSE RATE.

THE FAC REVIEWED AN INVOICE FOR THE WARRANT BOOKLETS. THEY WERE MORE EXPENSIVE THIS YEAR DUE TO LENGTHY CHANGES IN BY-LAWS AND MANY ARTICLES. THE FAC DOES NOT HAVE THE FUNDS IN THE OPERATING BUDGET TO COVER THE ENTIRE EXPENSE; HOWEVER THERE ARE FUNDS AVAILABLE IN THE SALARY ACCOUNT.

MOTION PLACED ON THE FLOOR BY MS. LOWELL-BETTENCOURT TO TRANSFER FUNDS NEEDED (\$1,283) TO COVER THE WARRANT BOOKLET INVOICE FROM FAC SALARIES TO OPERATING. MR. CARTER SECONDS, NO DISCUSSION, VOTE TAKEN; APPROVED 4-0.

MR. HAGERTY INFORMED THE COMMITTEE THAT THERE WILL BE A CHAPTER 77 REQUEST FROM THE AIRFIELD COMING UP THAT NEEDS TO BE CONCURRED ON BEFORE A JUNE MEETING. THE FAC DISCUSSED A MEETING THE FOLLOWING WEEK, 5/22, AND THEN AGAIN ON JUNE 19<sup>TH</sup>.

AT 4:55 A MOTION TO ADJOURN WAS MADE AND SECONDED.

RESPECTFULLY SUBMITTED, JULIET MULINARE