

Shutesbury Finance Committee Meeting Minutes
Tuesday, February 20, 2014, Town Hall

Members Present: Eric Stocker, Gary Hirshfield, Al Hanson, Rus Wilson and Weezie Houle,
Members Absent: Lori Tuominen , George Arvanitis, **Visitors Present:** Becky Torres, Mary Anne Antonellis, Gail Fleishaeker, Ralph Armstrong, April Stein, Kathy Carey

1. Meeting Called to order at 7pm
2. Mary Anne Antonellis gave the Library report and presented the budget.
 - a. Circulation increased in FY13, total circulation is >28,000
 - b. Electronic – digital collection through CWMARS, you can download to lots of various e devices. They have informational brochures on using the system. >718 digital items borrowed last year, up from 400+ the year before. Library experts projects that within 7 years, 7-10% of the budgets will be spent on digital materials. It is about 2% now.
 - c. After special Town Hall, the topic of how CWMARS is funded has become a discussion item. There seems to be some concern in town about the CWMARS funding. The trustees want to make sure that the funding of the services are funded by a stable funding source. It is being suggested that the materials budget is supported by appropriated funds to ensure continuity of services and programing. The Trustees are asking for a \$5,452 increase in the materials acquisition line item in their budget. Last year the line item was \$11,000, but the appropriation was \$6,548.
 - d. The dog tax has gone down from \$1,531 to \$165.
 - e. Requirement for state aid is that the appropriated budget has to increase 2.5% each year. Projected appropriated budget for FY14 is \$61,000, \$1,525.13 ~ \$1,600.
 - f. Mary Anne is applying for a grant for preschoolers
 - g. Reason to stay certified is that you don't get state aid and the patrons could not use the surrounding libraries.
 - h. Capital Items:
 - i. The library doesn't need additional funds for Broadband. When Broadband gets lit, we will be able to offer better wireless for everyone. We need to buy a wireless access point (kind of like wireless router for fiber, through CWMARS). This will be funded by a fundraiser.
 - ii. New library planning: The trustees have voted to request another \$25,000 in the budget
 - i. CWMARS is the largest library network in the country with 9 million items.
3. Personnel Board
 - a. Ralph has built an application for the Personnel Committee to record all the town personnel information. It is being designed so the annual salaries are able to get exported to the town budget line items.
 - b. Discussion on the percent increase of town salaries.

4. Approve the minutes of January 21, 2014 as amended.
5. Expense Report: All line items are looking appropriate for this time of the year.
6. Revenue Report: All line items are looking good for half way through the year.
7. Budget Review
 - a. Revenue:
 - i. We could see an increase of \$7,000 in Unrestricted Aid
 - ii. Cherry sheet could increase of \$23,000
 - iii. Excise tax is going up too
 - b. Expenses
 - i. Additional increases to the expenses are \$3,000 police, \$5,500 for Library, Water Resource: a one time; personnel: we gave Becky directions to put 2% increase in personnel.
8. No Committee Reports
9. Next meeting is Tuesday, March 4th, 2014, 7pm
10. Upcoming Finance Committee meeting dates and Department Head presentations of FY15 budget.
 - Mar 4: School, Part 2,
 - Mar 18: Fire Dept., Capital Planning, Tax Collector
 - Apr 1: Regular Mtg.
 - Apr 15: Final Budget, Warrant voting
 - Apr 29: Town Meeting presentation prep
 - May 3 Annual Town Meeting
 - Schedule the OPEB review with George's spreadsheet for this summer
11. Meeting adjourned at 9:12pm.