

# TOWN OF GROTON FINANCE COMMITTEE

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*Monday, May 4, 2015, Middle School Cafeteria*

*344 Main St. Groton, MA, 6:30 p.m.*

**Present for Finance Committee:** R. Hargraves (Vice Chair), G. Green (Chair), B. Robertson, Art Prest, M. Bacon, D. Manugian, P. DuFresne (Town Accountant, Recording)

**Absent:** Barry Pease

**Also Present:** M. Haddad (Town Manager), Andrew Davis (Sargisson Beach Committee), A. Eliot (Selectman), S. Harker (Resident), J. Anderson (Resident)

**Documents available at the meeting:** 2015 Sargisson Beach Funding Request Documents  
Line Item/Reserve Fund Transfer Proposal - Revised  
Revised Motion for Article 19

*Mr. Green called the Finance Committee meeting to order at 6:30 p.m.*

**Sargisson Beach FY15 Budget Requirements** – Mr. Haddad explained that although \$8,000 had already been reserved as a Line Item Transfer to fulfill the YMCA contract obligations, there is an additional \$7,000 needed in order to safely open the beach for May and June. Mr. Davis agreed saying that while some of the beach purchases had been made last year (mostly swim area markers and lumber for the kayak rack), there are still a number of necessary start-up expenses to be made in FY15, such as first aid and emergency medical supplies, as well as a life guard chair. Mr. Haddad asked whether swim lessons would be offered this year. Mr. Davis said that while lessons may be offered at a future time, they will not be offered this season. He added that while the beach is still considered a MA DEP project site, clean-up is underway, and the property should be officially open to the public next week. Residents can park there now, as long as the gate is open. Mr. Harker asked whether the property is considered handicap accessible. Mr. Davis answered that there are handicap parking spaces, but although the trail down to the beach has been improved, it is still steep and difficult for those who need assistance. Mr. Prest asked whether a grand opening event is planned. Mr. Davis said that an official “Opening Day” event may be scheduled for some time around Memorial Day. This cannot happen until after the May 16<sup>th</sup> clean-up effort takes place.

The Finance Committee briefly discussed the increase of \$7,000 to the Line Item Transfer requested for Sargisson Beach. The members present were in favor of allowing these additional purchases to be made in order to safely open the beach for FY15. Therefore, a vote to reconsider Article 19: Line Item Transfers was not necessary.

**Article 30 (B) CPC Funding for Conservation Land Acquisition Fund** – Mr. Cunningham informed the Finance Committee Members that he would be moving to amend this motion to reduce the requested funding from \$200,000 to \$150,000. This would bring the balance in the fund up to the level suggested in the BOS Financial Policy document, but would allow CPC some margin for funding future projects at Prescott should they choose to do so.

**Approval of Meeting Minutes –**

On a motion by Mr. Robertson, seconded by Mr. Bacon, the Finance Committee voted unanimously to approve the meeting minutes of April 21 and April 27, 2015 as drafted. The Vote: 6-0-0

*Mr. Green officially adjourned the meeting at 6:51 p.m.*

Respectfully submitted,

Patricia Dufresne, Recording Secretary

Line Item Transfers  
Spring 4/27/15 for FY15

4/29/2015

Funding Source	\$	Budgetary Use	\$	Notes
<b>Reserve Fund</b>	<b>150,000</b>	Fire Dept Expenses	17,000	Nozzles & Ladder Truck Repair
		Library Expenses	12,700	Window Repairs
		Accounting Expenses	3,500	Scheduled Departmental Audit
		Unemployment Comp	30,000	Unanticipated EE Terminations
		Mechanical Insp Salaries	7,000	Increased Inspection Hours/rates
		Police Wages	22,000	Pierce Retirement Vaca/OT
		Fire Wages	30,500	Storm Coverage/C.Jefferson pay
<b>RFT Subtotal</b>	<b>150,000</b>	<b>Subtotal</b>	<b>122,700</b>	
<b>Ending Reserve Fund Bal</b>	<b>27,300</b>			
<b>Line Item Transfers</b>				
Communications Wages	84,000	Mechanical Insp Expenses	1,000	Mileage for Increased Inspections
		Sealer of Weights/Meas Sal	1,000	New Scales Installed at Shaw's
		Legal Expenses	62,000	Increased Litigation Expenses
County Retirement	30,000	Medicare Matching	5,000	Misc Budget Adjustment
		IT Wages	5,000	Stipend pd during IT Dir vacancy
		Country Club Expenses	20,000	Pool Chairs
Country Club Wages	32,000	Country Club Salary	16,000	New Golf Pro
		Country Club Expenses	10,000	Tee Box Repairs
		Country Club Expenses	11,000	Repair to Locker Rooms
		Country Club Expenses	5,000	Stock Pro Shop
Transfer Station Wages	8,000			
Highway Wages	16,000	Highway Expenses	34,000	General Expenses
Library Wages	1,610	Library Salaries	1,610	Misc Budget Adjustment
HR Salary	2,500	HR Expense	2,500	Recruitment
Health Insurance Exp	15,000	Water Safety	15,000	May/June Opening Expenses
<b>Line Item Trfs GF</b>	<b>189,110</b>		<b>189,110</b>	\$0.00
<b>Free Cash Beginning Bal</b>	<b>400,358.00</b>			
		Voting Machines	22,000.00	
		Prior Year Bills	715.00	
		FY13 Grant Deficits	1,884.16	
		Town Hall HVAC	<u>60,000.00</u>	
<b>Free Cash End Balance:</b>	<b>315,758.84</b>		<b>84,599.16</b>	
<b>Enterprise Funds</b>				
Funding Source	\$	Budget Use	\$	
Water E&D	100,000	Water Operating Budget	100,000	
Sewer E&D	100,000	Sewer Operating Budget	100,000	
Overlay Surplus Released	175,000	Snow & Ice	175,000	

## FY15 Water Safety (Sargisson Beach) Line Item Transfer Request:

<u>Description</u>	<u>Amount</u>	<u>Notes</u>
Lowell YMCA May	3,000	Lifeguards/FICA/Fees/Supplies/Insurance
Lowell YMCA June	5,000	Lifeguards/FICA/Fees/Supplies/Insurance
Lifeguard Chairs	1,400	
Rescue Equipment	1,300	
Gear Storage	650	
Add'l Rescue Equip. Med Supplies	2,650	Boat/Life Jackets/ Radio
Contingency	<u>1,000</u>	
 Total FY15 Line Item Transfer Request to Water Safety General Expenses	 15,000	

	Cost	Quantity	Total	Vendor	Consumable
<u>Lifeguard Chairs and Porta Potty Secure</u>					
Lifeguard Chairs	600	2	1200		
Ground Screws- Lifeguard chairs	15	4	60		
Ground Augers for Porta Potty	15	4	60		
Porta Potty Plastic Coated wire	100	0.615	61.5	Local HW	
<u>Rescue Equipment</u>					
Rescue Tubes	47.92	4	191.68		95.84
Iron Duck(Back Board) Ultra-vue Backbc	170	1	170	Bound Tree	
Ferno Universal Head Immobilizer	141	1	141	Bound Tree	
Swivel Speed clips Straps	16	5	80	Bound Tree	
Dispos-o-block	9	3	27	Bound Tree	9
Stiffneck Select Collars - Adult	20	3	60	Bound Tree	20
Stiffneck Select Collars - Pedi	20	3	60	Bound Tree	20
Ring Buoy	52	2	104	Lifeguard Store	52
Ring Buoy Rope w/ Lemin	6.5	2	13	Lifeguard Store	6.5
Throw Bag - 50 ft	16	2	32	Lifeguard Store	16
Throw Bag - 75 ft	18	2	36	Lifeguard Store	18
Mask and Snorkels	9.71	4	38.84	Lifeguard Store	19.42
Telescoping Rescue Pole w/ Hook	61.95	1	61.95	Kiefer	61.95
Megaphone	80	2	160	Lifeguard Store	80
Megaphone Batteries	40	1	40		40
Airhorn	46.99	2	93.98	WestMarine	46.99
<u>Swim Area Protection</u>					
NO Wake Markers	300	2	600	Amazon	
Swim Area Marker	300	2	600	Amazon	
Swim Area Markers	400	1	400	Amazon	
Chain and Anchor Material	100	1	100	Local HW	
Swim Ropes	100	1	100	Local HW	100
Rules Sign	50	1	50		
How to contact EMS Sign	50	1	50		
Hours Open Sign	50	1	50		
Emergency Action Plans			0		
<u>Gear Storage and Transport</u>					
Dollies(Lifeguard and ranger trash	50	2	100	HomeDepot	
Action Packer Cargo Box	71	1	71	Rubbermaid	
Lock Box	239		239	Northern Tool	
<u>Emergency Medical Supplies</u>					
First Aid Kit	158	2	316	Moore Medical	158
Infection Control Kit	3.75	6	22.5	PMI	7.5
Bio-Bag ( 25-10 gallon)	3.95	4	15.8	PMI	7.9
Biohazard Cleanup Kit	15	3	45	PMI	45
Clean up System 2	6.5	6	39	PM	
AED	2000	1	2000	Moore Medical	
		1	400	?????	
Bag Valve Mask - Adult	17.59	4	70.36	Moore Medical	35.18
Bag Valve Mask - Pedi	23.89	4	95.56	Moore Medical	47.78
Bag Valve Mask - Infant	23.89	4	95.56	Moore Medical	47.78
		1	143	?????	72
Paddle Board or Boat????			0		
USCG Lifejackets(10-15)	30	15	450		
Contingency					1000
Total			8743.7		0 2006.84
Equipment					

Exhibit A		Summer 2015 (5/22-9/8)					
Sargission Beach		May	June	July	August	September	Total
Salaries		\$ 1,570.63	\$ 2,915.00	\$ 3,989.38	\$ 3,893.75	\$ 1,126.25	\$ 13,495.01
28% for FICA, SSI		\$ 439.78	\$ 816.20	\$ 1,117.03	\$ 1,090.25	\$ 315.35	\$ 3,778.60
Management Fee		\$ 270.00	\$ 600.00	\$ 690.00	\$ 660.00	\$ 180.00	\$ 2,400.00
Supplies		\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 875.00
Insurance		\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 1,000.00
Total for 2015		\$ 2,655.41	\$ 4,706.20	\$ 6,171.41	\$ 6,019.00	\$ 1,996.60	\$ 21,548.61

## WATER SAFETY

699

## 1681 - Expenses and Minor Capital

REVISED  
REVISED

LINE ITEM	REVISED	FY 2014 APPROPRIATION	FY 2015 DEPARTMENT REQUEST	DIFFERENCE	PERCENT CHANGE	REASON FOR CHANGE:	FY 2015 TOWN MANAGER APPROVED	FY 2015 FINCOM APPROVED	PERCENT CHANGE
Transfer to Wages 1680	\$	3,717.00	\$						
Lifeguard Management - Groton Pool and Golf C	\$		\$	15,000.00					
Lifeguard Chairs	\$	1,381.50	\$						
Rescue Equipment	\$	1,309.45	\$	485.70					
Swim Area Protection/Markers	\$	2,050.00	\$	200.00					
Gear Storage and Transport	\$	649.00	\$	171.00					
Emergency Medical Supplies	\$	3,242.78	\$	421.14					
Rescue Boat, LifeJackets, Radio	\$	1,650.00							
Contingency	\$	1,000.27	\$	2,000.00					
Toilet Rental	\$	850.00	\$	850.00	0.00%				-100.00%
Advertising Programs	\$	100.00	\$	100.00	0.00%				-100.00%
TOTAL FUNDS REQUESTED	\$	16,950.00	\$	19,227.84	20.56%		\$	\$	-100.00%

## Patricia DuFresne

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**From:** Dawn Dunbar  
**Sent:** Monday, May 04, 2015 11:22 AM  
**To:** Stuart Schulman; Peter Cunningham-home; Anna Eliot; Josh Degen; Jack Petropoulos; Gary Green (ggreen@freetobegreen.com); dmanugian@yahoo.com; Barry Pease; repbobh1@verizon.net; 'budrobertson@charter.net'; markjodybacon@verizon.net; prest@prest.biz  
**Cc:** Patricia DuFresne; Mark Haddad; jkauppi@kauppi.us; Michael Bouchard  
**Subject:** Article 19 - Spring Town Meeting

Good Morning Members of the Board of Selectmen and Finance Committee,

Article 19 has been revised to include an additional \$7,000 transfer for Water Safety for the current year. The amount being transferred in the motion has changed to \$189,110. Line item 3010 – Health Insurance, under “Amount to be Transferred” has increased to \$15,000. Line item 1681 – Water Safety – Expenses and Minor Capital, under “Amount Transferred to” has increased to \$15,000. The slides at Town Meeting, which I have copied below, will reflect this change.

### ARTICLE 19: CURRENT YEAR LINE ITEM TRANSFERS

Mover: Stuart Schulman

**MOTION:** I move that the Town vote to transfer sums of money within the Fiscal Year 2015 Town Operating Budget, being the sums of money identified in the “Transfer funds from” line items designated in the Information Packet distributed to voters for this Town Meeting, said sums to be transferred to the various line items in the “Transfer funds to” categories designated within the Information Packet, the total amount to be transferred being \$189,110.

**Quantum of Town Meeting Vote: Majority**

#### Transfer funds from:

<u>Line Item</u>	<u>Amount To Be Transferred</u>
1090 – Human Resources – Salary	\$ 2,500
1370 – Police & Fire Communications – Wages	\$ 84,000
1501 – Highway Department – Wages	\$ 16,000
1550 – Solid Waste Disposal – Wages	\$ 8,000
1661 – Library – Wages	\$ 1,610
1701 – Country Club – Wages	\$ 32,000
3000 – County Retirement	\$ 30,000
3010 – Health Insurance	<u>\$ 15,000</u>
Total	\$189,110

#### Transfer funds to:

<u>Line Item</u>	<u>Amount Transferred To</u>
1080 – Town Counsel – Expenses	\$ 62,000
1091 – Human Resources – Expenses	\$ 2,500
1101 – Information Technology – Wages	\$ 5,000
1251 – Mechanical Inspector – Expenses	\$ 1,000
1280 – Sealer Weights & Measures – Fee Salaries	\$ 1,000



1502 – Highway Department – Expenses	\$ 34,000
1660 – Library – Salary	\$ 1,610
1681 – Water Safety – Expenses and Minor Capital	\$ 15,000
1700 – Country Club – Salary	\$ 16,000
1702 – Country Club – Expenses	\$ 46,000
3012 – Employee Benefits – Medicare/Social Security	<u>\$ 5,000</u>
Total	\$189,110

Best Regards,  
Dawn

*Dawn Dunbar*  
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