

WARRANT COMMITTEE FY06 MEETING MINUTES
NOVEMBER 2, 2005

Handout(s) distributed tonight are:

1. None

MEMBER(S) ABSENT: Fitzgerald

ALSO PRESENT: Town Administrator Tom Younger, Town Accountant Barbara Hagg, and Town Treasurer Floyd Carman

Chair Jones called the meeting to order at 7:32 PM.

Acceptance of Minutes

The Committee discussed the minutes of the October 19, 2005 meeting.

- Member Tillotson made a motion, Member Hofmann seconded said motion, and the Committee voted to accept the minutes as amended of the October 19, 2005 meeting.
- Chair Jones abstained from said vote due to his absence from said meeting.

Economic Analysis of Future Capital Expenditures

Vice Chair White would like to understand the options available for the upcoming projects. He suggested there be a joint committee including members of the Warrant Committee and Capital Budget Committee regarding the process and timing of building projects.

Member Tillotson agrees with the idea. We are looking at other projects that are going to "dwarf" the \$6 million Senior Center project. It would be nice to be able to run scenarios on different options.

Member Widmer finds the discussion we have here often raises important questions and issues that we need more information on. Having the major capital projects come before us more than once and earlier in the process would be beneficial to the Warrant Committee. We should review the progress of the Senior Center, High School, and other projects periodically.

Chair Jones asked how it would work with the Permanent Building Committee. Vice Chair White agreed to have them involved, but he is not clear on the process to get them involved.

Selectman Solomon thinks it makes good sense for the Warrant Committee to have this process up front. On December 5, the Board of Selectmen meeting will include some of these issues regarding different committee responsibilities.

Chair Jones requested volunteers for a sub-committee whose role is to clarify how we can most efficiently get information and participate in the process without too much

bureaucracy. He asked Member Brusch to see if someone on the Capital Budget Committee to also volunteer.

WC Alternative Budget preparation for FY2007

Member Widmer thinks the issue we face this year is coming up with a process to develop a level service budget. Based on our preliminary analysis, we have a \$3 million gap. We will present to the public a budget that will be almost \$3 million unbalanced. What do we do? One thing we will discuss is an override. A companion piece is presenting an alternative budget that says why we are going to need an override. We owe it to the Town to have an alternative budget that will be realistic and not anything that any one of us would want to defend in principle, even though it would be a reality.

Selectman Solomon pointed out the level funded piece is already being done by the Town Administrator and department heads. Town Administrator Younger has done alternative budgets in other communities, and the key is that you have to have specific cuts on what we will have to do. It has to be given to the voters so they know exactly what will happen if an override fails. Town Administrator Younger clarified we are doing both level funded and level service (what we are providing this year) budgets for FY07.

Selectman Solomon asked if we know whether the School Department will be carrying on the same exercise. Town Administrator Younger answered it was told to them.

Member Hofmann agrees with Member Paolillo thinks it is important we get the exact costs to run each department.

Vice Chair White suggested that he and Town Accountant Hagg sit down with the \$2.9 million deficit and lay out clearly the assumptions built into the level service budget. We can then understand where we are in the level service budget in order to understand the level funded version as well. Member Widmer added that they look at the costs outside (pension, health insurance, etc.) against the revenue increases (\$1.6 million through Prop 2 ½ and new growth) and get a better idea of the gap.

Chair Jones pointed out that we would know our obligations before FY08, which is ahead of the GASB schedule. Vice Chair White would like the Town to consider setting aside some money in the FY07 budget. Member Curtis thinks we should get the information and obligations out to the public in FY07 but start the contributions in FY08.

The small and medium departmental budgets are due 11/10 and the large departments including capital are coming in for 11/24.

Warrant Committee Projects: Initial Report of Project Game Plan

Fees: This will be taken on by Town Administrator Younger's office.

Outsourcing: Member Doblin and Chair Jones will meet on this topic.

Full cost of employees: Members Allison and Paolillo are working on this and meeting with Town Accountant Hagg soon. A report is expected in two weeks.

Functional consolidation: Member Widmer pointed out they are reviewing a Building Services maintenance report from 1994. The subcommittee is looking at other correspondence regarding this issue.

Solid Waste: Vice Chair White will continue to look into this topic.

Payments in Lieu of Taxes: Town Administrator Younger and the Assessing Administrator are looking into this topic. Member Heigham pointed out there is an agreement with McLean already.

School Budget: There has been a meeting scheduled next week. There is also a follow-up meeting in early December.

Street Lighting: Member Doblin is planning to meet with the appropriate department heads.

Construction terms and conditions: Town Administrator Younger is meeting with someone who has a lot of knowledge on this topic.

Other

Subcommittee appointments

Education: Curtis, Doblin, Widmer, Bruschi, and Callanan

Public Works: White, Paolillo, Oates, Fitzgerald, and Heigham

HR (aka Culture & Recreation): Hobbs, Doblin, Hofmann, Allison, and Tillotson

Public safety: Paolillo, Oates, Allison, and Hobbs

General Government: Fitzgerald, Heigham, Tillotson, and Callanan

Member Heigham made a motion and it was unanimously voted to adjourn the meeting at 8:44 PM.

Respectfully submitted, Kristina Frizzell, Recording Clerk

Next Meeting: November 9