

Finance Questions for 3/24/21 AdCom Meeting

- Labor
 - What staffing level changes are being recommended and why?
 - Town Accountant → Finance Director/Town Accountant: to fill void of Finance Director position
 - Assistant Town Accountant → Senior Assistant Town Accountant: workload will increase with Town Accountant being combined with Finance Director.
 - Assistant Treasurer → Treasurer: to fill void of Treasurer/Collector along with the Collector position. Breaking out these two positions will lead to efficiencies in the office. With the Collector able to focus on Collecting duties, the Treasurer will be able to focus on Treasurer tasks such as banking and investments, tax title, assist in borrowing, etc.
 - Senior Deputy Collector → Collector: See above. The Collector will be able to focus on Collecting tasks such as tax billing files, reconciling tax receivables with the Town Accountant, assisting tax payers, etc. There is also cross training so that the Collector can fill in for the Treasurer in the Treasurer's absence and vice-versa.
 - Assistant Town Clerk → Part Time position combined with Accounting Assistant: This position would be 20 hours per week in the Town Clerk's office and 15 hours per week in the Accounting Office. The accounting tasks would include Accounts Payable entry and assisting in putting together information for the annual audits and other tasks as needed.
 - Can you explain why Labor is projected to be down \$71,986 (8.03%)?
 - This is due to losing 1 FTE: Finance Director/Treasurer-Collector was replaced with current staff. This decrease is not the full salary due to increases for promotions.
 - Can you explain the 41.23% increase for Accounting Labor (133L)?
 - This is due to the Finance Director now being budgeted in this line instead of the Treasurer/Collector line.
 - Can you explain the 12.85% increase for Payroll/Benefits Labor (148L)?
 - This is due to a budgeted amount of \$7,819 for intermittent staff. This intermittent staff helps with the influx of hiring during the summer (schools and parks & rec, specifically) and any other projects that assistance is needed throughout the year. Partially due to a position going from 40 hours per week to 25 hours per week previously.
 - Can you explain the 16.24% increase for Registrars Labor (163L) when we have less elections coming in 2022?
 - Includes funds for Registrar work above and beyond regular day-to-day work (for example elections & town meeting and the census).
 - Payroll Services - how would an in-house payroll compare to Payroll Service?
 - We have been looking into other payroll companies- but have had a hard time getting any quotes or getting anyone to call us back. Specifically

looking into ADP and SoftRight. In house would mean printing checks in house- which would require a new printer capable of that printing. It would also mean that W-2's and quarterly taxes would need to be done in-house. The latter is the big concern more so because of the liability and not so much the labor. Currently Harpers handles this for us.

- Expenses
 - Can you explain the 18.77% (\$8,000) increase for Assessor Expenses (141X)?
 - This is due to an increase in costs for the valuation of utilities. There was an Appellate Tax Board case which led to the decision to change the way utilities are valued. Because of this change, the service cost has increased.
 - Can you explain the \$9,700 expense for an OPEB Study? When will we need or want to do another?
 - The OPEB report used to be done every other year. This changed with the municipal modernization act which now requires it to be done annually, however one year is more of an interim report and the other is the full report.
- Article 12. Peg Access & Cable Related Fund
 - Is this a contracted amount with the Town's cable operator? If so, how long is the contract and when is it up for renegotiation?
 - What are the limits for how the Town can use these funds?
 - This article falls under Community Services and should be discussed with the Community Services Director at the next meeting.
- Article 14. Set Limits On Revolving Funds
 - Can you explain the purpose of revolving funds?
 - A revolving fund separately accounts for specific revenues and earmarks them for expenditure by a board or officer without appropriation for particular purposes to support the activity, program or service that generated the revenues. Typically revolving funds are authorized by state law for programs and services with expenses that fluctuate with demand and can be matched with the fees, charges or other revenues collected during the year.
 - Why are some of these limits so high?
 - Recreation – increased from \$280k to \$300k to cover more salaries (full Park & Rec Director salary and part of the Community Services Director salary)
 - GATRA – increased from \$125,000 to \$135k due to increased revenues.
 - Public Health Clinics – increased from \$70 to \$140k. This fund is used to fund flu clinics usually, the increase is to plan for the potential for COVID vaccination clinics in the future.
 - Public Safety Vehicles – the limit is high to allow for the purchase of public safety vehicles if funds allow for it. The revenues in this fund are from sales of current public safety vehicles.

- It is important to note that funds cannot be spent from any of these revolving funds if there are not the funds to support it. For example, the limit for Public Health Clinics is \$140k. If there is only a total of \$80k in the fund throughout the fiscal year that is all that can be expended.
- Who decides how and when to use these funds?
 - Any expenditures from these funds must be signed off on by the proper department head, with any expenditures over \$5,000 to be approved by the appropriate board or committee.
 - Library – Library Director/Library Trustees
 - Recreation Fund – Community Services Director/Park & Recreation Board
 - GATRA – Community Services Director/Council on Aging Board
 - Forge Pond Park – Community Services Director/Park & Recreation Board
 - Council on Aging - Community Services Director/Council on Aging Board
 - Public Health Clinic – CDMI Director/Board of Health
 - Public Safety Vehicles – Police Chief/Town Manager
- General/Other