

Approved 2/14/11

**HAMPDEN ADVISORY COMMITTEE
MEETING MINUTES
February 7, 2011
Town Hall**

Called to order at 6:00pm.

Members Present – Carol Fitzgerald, Acting Chair, Doug Boyd, Jamie Collins and Rick Rubin.

Absent – Jeff Smith

Minutes – The minutes from the December 6, 2010 meeting were read. *Jamie made a motion to approve the minutes as presented. Rick seconded. The vote was unanimous 4-0.*

Budget Discussions:

Accountant – Cliff met with the Board and reviewed the revenue budget for FY12. He figured that there will be slightly less than \$10 million available. There is \$200,000 in the levy limit not used from last year. There may be a similar situation for free cash next year due to conservative budgeting last year. The Accountant's budget request sheet reflects an increase to line 015013 for the Biennial Audit.

School Dept – did not attend.

Assessors – Dawn and the Board of Assessors reviewed their budget request sheet with the Board. Line item 015043 reflects an increase for training and equipment. They would like to add an additional computer station in the office for better functioning. Line item 015045 reflects an increase of just over \$3000 to be used towards increased capability and the annual fee. Two warrant articles will be presented at the Town Meeting in April. One for the Special Town Meeting will be asking for \$9375 to be transferred from the Assessors Stabilization Fund for hardware/software installation. This will be needed to comply with the DOR requirements and recommendations. The other warrant article will be for the Annual Town Meeting and will be asking for \$19,000 to put the Assessor's maps into a digital format which is a recommendation from the state and may soon be a requirement. The Advisory Board will get back to the Assessors on how to cover the cost of additional office help.

Council on Aging – Rick Green and Becky Moriarty presented the budget requests for the COA. They would like to increase the building hours by five hours per week, opening a 9am instead of 10am. The Director's hours will only increase by three hours

per week. The Outreach Coordinator is budgeted for 18 hours and a new line was added for the Program Coordinator to compensate for potential state grant shortfalls (state budget has not been released as of yet). The utilities line item has been increased by 6% to cover anticipated rate increases. Rick Green noted that the utilities are being tracked monthly; he will update this for the Board. (\$3000 was added to the utilities account last year). The Grounds Maintenance line item has been increased to include \$1000 for parking lot painting and anticipated increases. Rick Green added that an energy audit has been arranged through the DOER. The two schools, Town Hall and Senior Center will be audited. The two schools will be done for free. Capital Improvements mentioned are a new roof (in 2020) and a new rug. Two water coolers have leaked and everyday wear and tear and stains have ruined the current rug.

Registrars – Eva reviewed her budget requests for the Board of Registrars. Line item 015112 Election Expenses is lower due to only two expected elections for FY12. Capital Improvements mentioned were the deterioration condition of the voting booths and the aging and problematic ballot box. It is difficult to find someone who can repair it. Eva will check with other towns to see if they have one that they no longer use.

Tax Collector – Eva submitted a level-serviced budget.

Town Clerk – Eva submitted a level-serviced budget. The Board feels that the Expenses line item should be increased to cover training expenses.

Transfer Request – Two transfer requests were received from the Board of Assessors. *Jamie made a motion to transfer \$500.00 from the Reserve fund to the Assessor's expense account #015043 for Assessor's Association fees and services from the Registry of Deeds. Rick seconded. The vote was unanimous 4-0. Jamie made a motion to transfer \$312.50 from the Reserve Fund to the Assessor's expense account #015043 for the Tabor interview and data sheet. Rick seconded. The vote was unanimous 4-0.*

Rick made a motion to adjourn at 8:15pm. Jamie seconded. The vote was unanimous 4-0.

Submitted by: Deborah House