



Special Town Meeting Town Administrator Presentation

TA Presentation and Appropriations
Hearing April 25 6 PM Town Hall
Selectboard Meeting Room

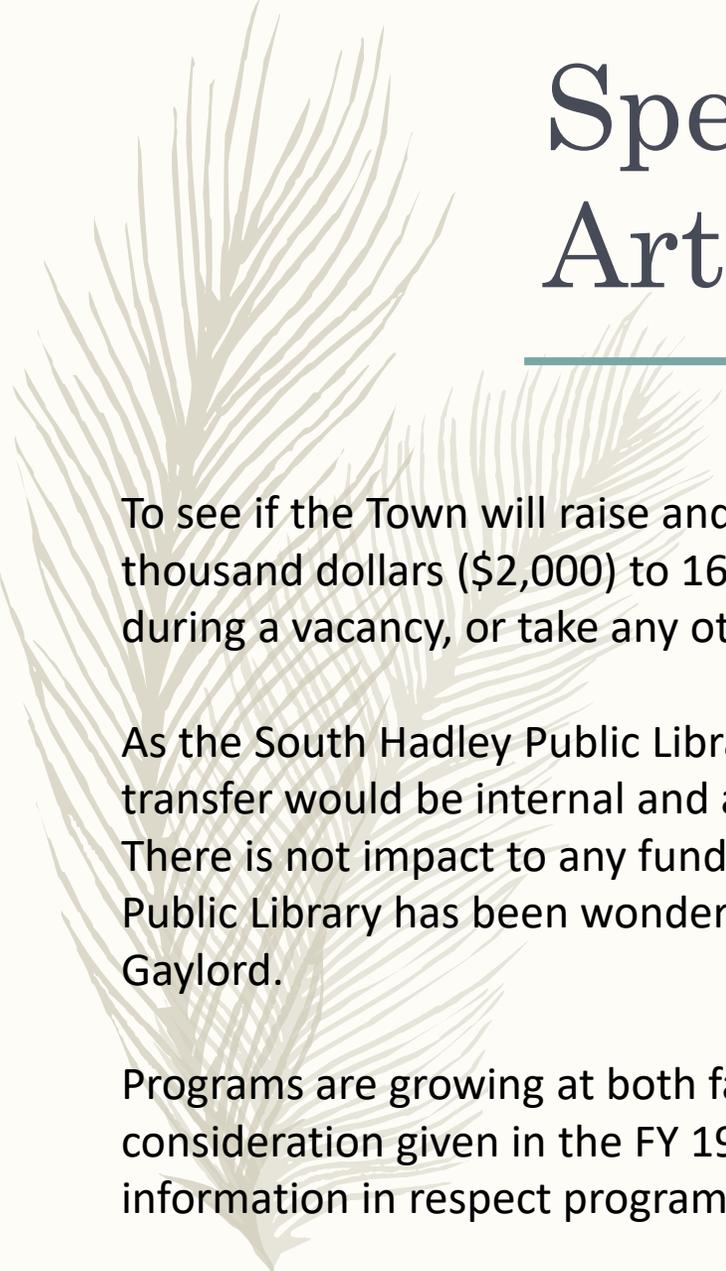
Special Town Meeting

The Special Town Meeting can be called as needed, by the Selectboard or as otherwise described in Article III section 301 of the Town by-laws.

A “Special” normally accompanies the Annual Town Meeting, mostly due to the fact all articles approved at a STM will be available to balance an account or otherwise expend immediately, as opposed to an expenditure at an ATM must under most circumstances wait to be spent in the succeeding fiscal year.

It is not out of the realm of possibility an issue, such as a by-law change or larger issue which will deserve more lengthy discussion and is not generally regarded as time sensitive will be set aside for a STM.

There are seven articles on the Special Town Meeting warrant all financial in nature.



Special Town Meeting

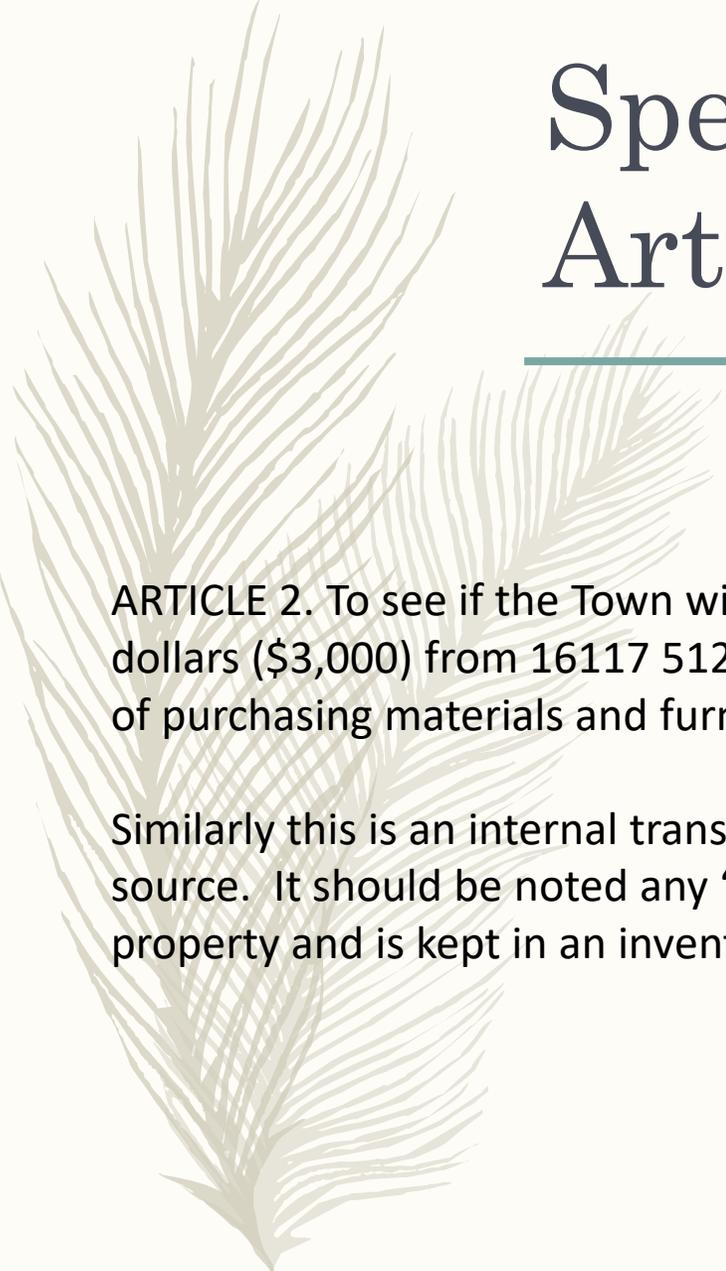
Article 1

To see if the Town will raise and appropriate and/or transfer from 16117 51228 Gaylord the sum of two thousand dollars (\$2,000) to 16101 51228 Library Assistant to balance the accounts due to staffing cost during a vacancy, or take any other action relative thereto.

As the South Hadley Public Library and the Gaylord Branch budgets are integrated in the FY 19 budget this transfer would be internal and a STM article would be unnecessary.

There is not impact to any funds (i.e. Unreserved Free Cash, Stabilization). The staff of the South Hadley Public Library has been wonderful about being flexible when the Library Director needed to move staff to Gaylord.

Programs are growing at both facilities, there has been no increased hours at Gaylord, nor has there been any consideration given in the FY 19 budget. Please go to the Library website for their newsletter and other information in respect programing.

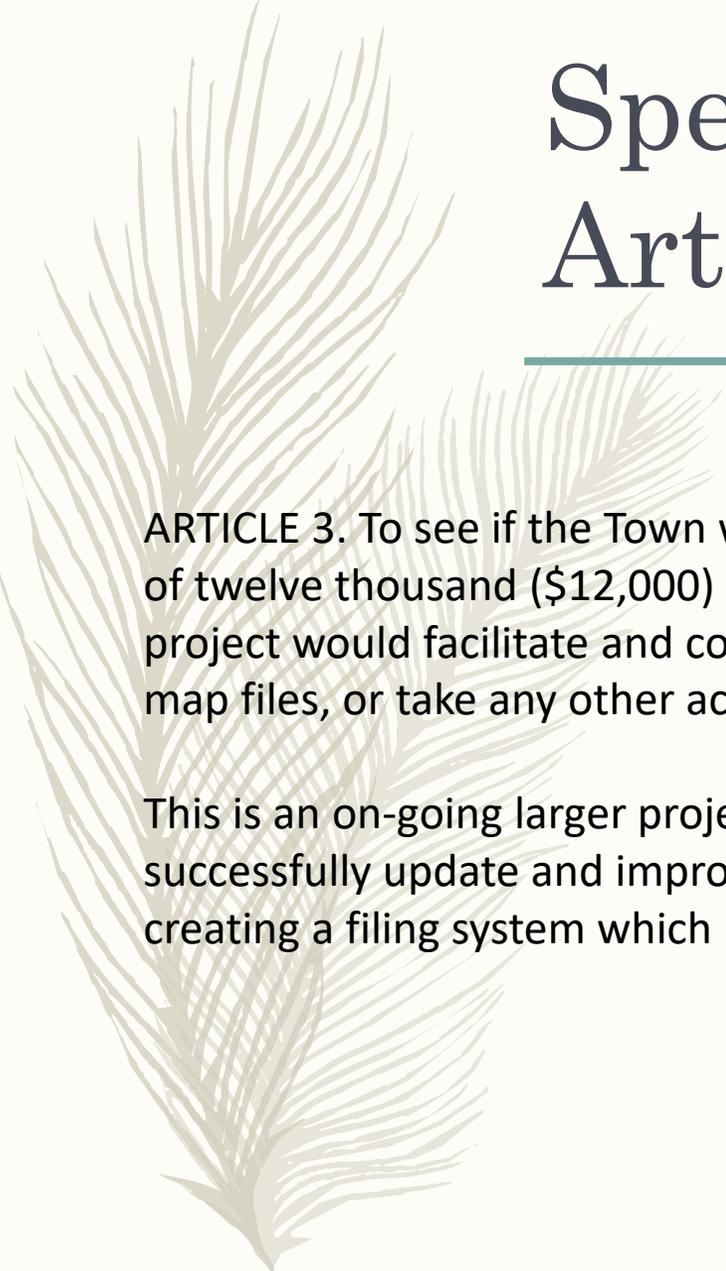


Special Town Meeting

Article 2

ARTICLE 2. To see if the Town will raise and appropriate and/or transfer from the sum of three thousand dollars (\$3,000) from 16117 51228 Gaylord Salaries to 16117 57500 Gaylord Other Expenses for the purpose of purchasing materials and furnishings at Gaylord Library.

Similarly this is an internal transfer, does not change the overall budget or request money from another source. It should be noted any “material and furnishings” purchased with tax dollars remains municipal property and is kept in an inventory by the Library Director.

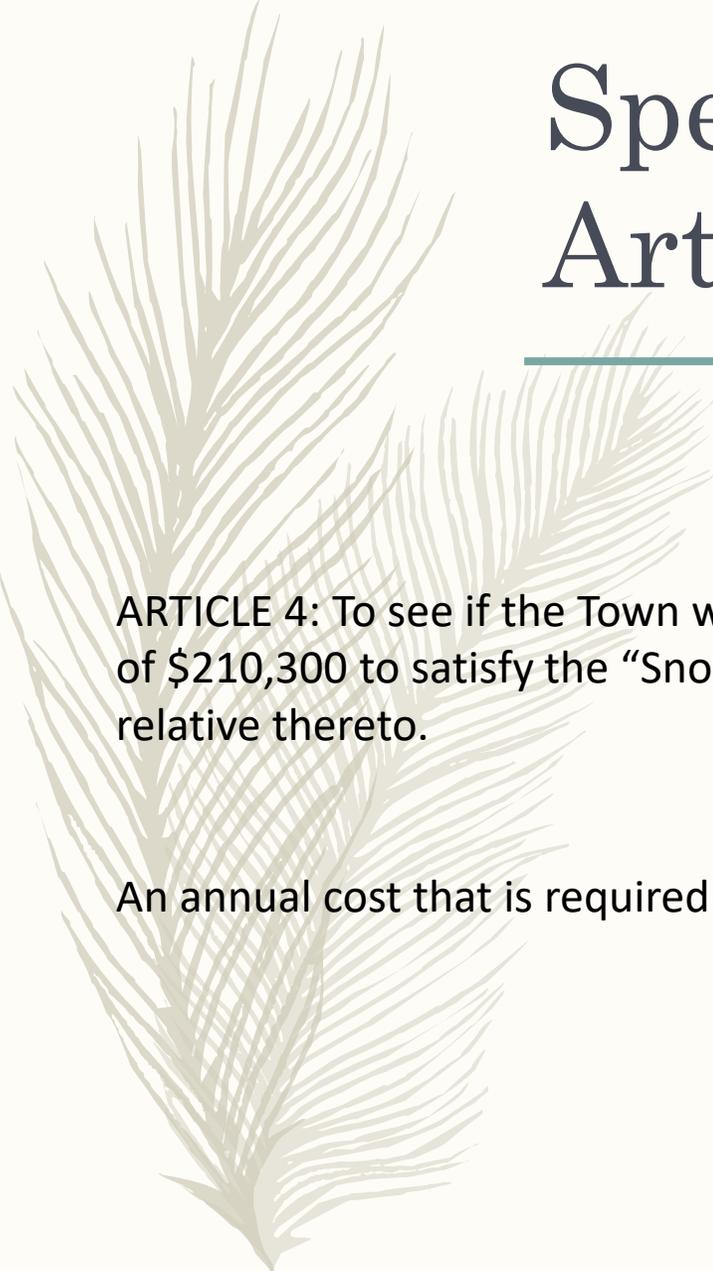


Special Town Meeting

Article 3

ARTICLE 3. To see if the Town will raise and appropriate and/or transfer from Unreserved Free Cash the sum of twelve thousand (\$12,000) to fund a records retention and map filing in the Planning Department. The project would facilitate and coordinate the elimination of unnecessary records, documents and systemizing map files, or take any other action relative thereto.

This is an on-going larger project to improve record retention, we have worked with a contractor to successfully update and improve recordkeeping capability in Town Hall and the PD. Making large maps and creating a filing system which is integrated in the Planning/Conservation Office will be another step forward.

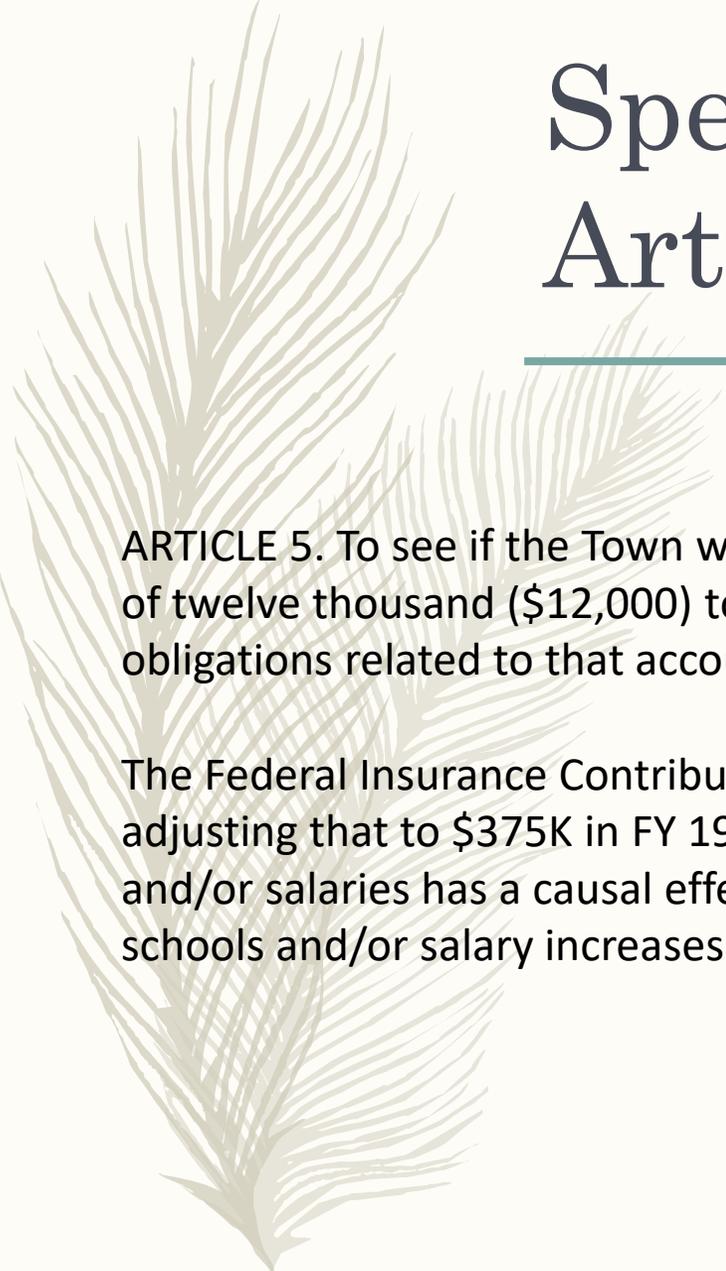


Special Town Meeting

Article 4

ARTICLE 4: To see if the Town will raise and appropriate and/or transfer from Unreserved Free Cash the sum of \$210,300 to satisfy the “Snow and Ice” #4230 14232 52920 deficit for FY 2018, or take any other action relative thereto.

An annual cost that is required to be satisfied by DOR. This article is subject to change if it keeps snowing.



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Article 5

ARTICLE 5. To see if the Town will raise and appropriate and/or transfer from Unreserved Free Cash the sum of twelve thousand (\$12,000) to balance the “FICA” account 19161 51176 for FY 2018 and to satisfy any obligations related to that account, or take any other action relative thereto.

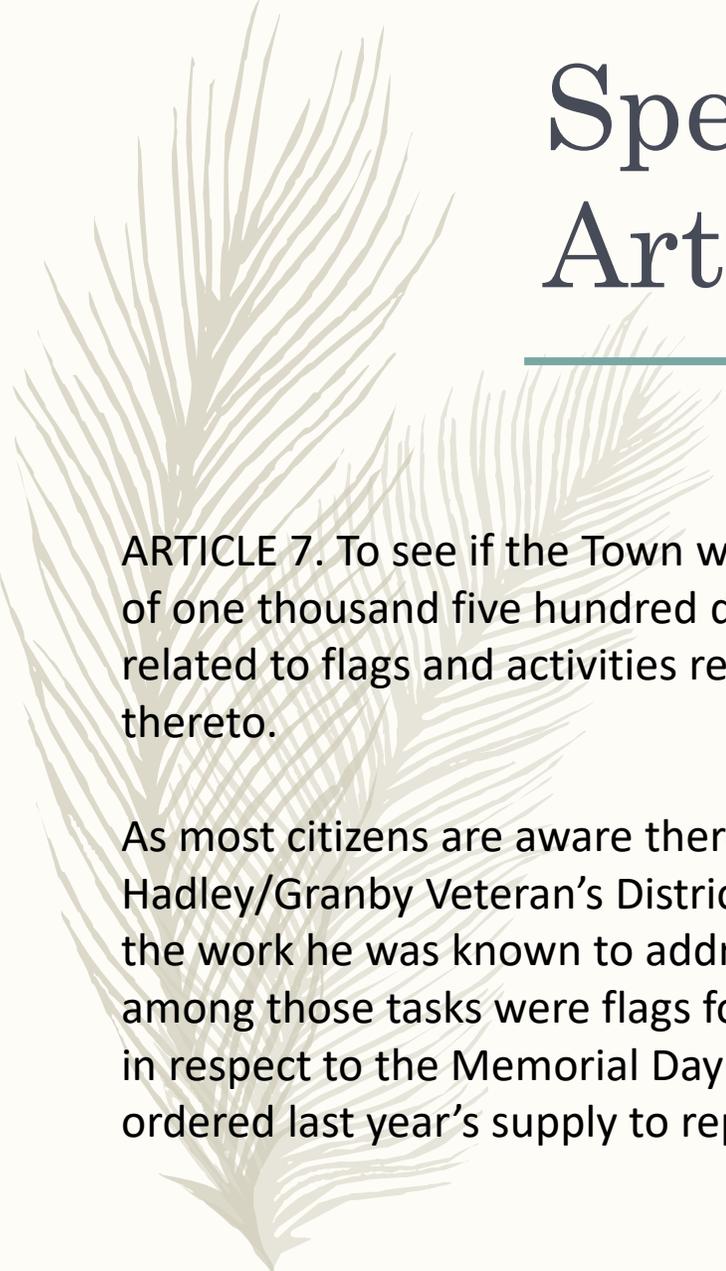
The Federal Insurance Contribution Act or FICA was budgeted for FY 18 at \$340K, I have recommended adjusting that to \$375K in FY 19. This is tax paid by both employer and employee and increases in staff and/or salaries has a causal effect on overall cost. This is susceptible to change with new hires in town or schools and/or salary increases.

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Article 6

ARTICLE 6. To see if the Town will raise and appropriate and/or transfer from Unreserved Free Cash the sum of twenty five thousand dollars (\$25,000) to Ledges account 6868107 57500 "Other Expense to balance end of year account, or take any other action relative thereto.

Originally we had expected we could cover the costs associated with the RFP process within the existing budget, but unforeseen start up costs have put that goal in jeopardy. Ultimately if this money is not needed it will be returned to the General Fund.



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Article 7

ARTICLE 7. To see if the Town will raise and appropriate and/or transfer from Unreserved Free Cash the sum of one thousand five hundred dollars (\$1,500) to Selectboard account 11222 52102 “Celebrations” for cost related to flags and activities related to the Memorial Day Celebration, or take any other action relative thereto.

As most citizens are aware there has been some instability in respect to the Easthampton/South Hadley/Granby Veteran’s District in terms of a director. VSO John O’Connor retired in December and some of the work he was known to address in respect to Memorial Day have been at the edge of the cliff. Chief among those tasks were flags for the cemetery and for along the Bridge and other streets (thank you SHELD) in respect to the Memorial Day Parade and ceremonies. So as not to cause any interruption in process we re-ordered last year’s supply to replenish the stock and this may cause a shortfall.





