

Meeting Minutes

Advisory Committee

June 26, 2019

Present: Peg Drisko, Dave Lutes, Steve McDonough, Mike Hough, Brian Beachkofski, Blythe Robinson, Todd Lindmark and Susan Jacobson.

Stephen McDonough called the meeting to order at 8:18 PM.

Steve said we are here to review and approve year end transfers, pay some bills and discuss the Committee Liaison Assignment.

Steve introduced Blythe Robinson, Town Administrator and Todd Lindmark, Finance Director.

Todd said we have transfers before the Committee due to some changes in personal and expenses that occur that were not planned such as Consultants and Attorney's fees.

Annual town meeting is when the larger transfers are voted. Year End transfers are typically much smaller. He has put together a transfer list the first section is where the money is coming from and the second section is where it is going to.

See Year End Transfer Sheet:

Todd reviewed each transfer and which account it will be going to. Todd reviewed each transfer Blythe spoke about the increase in legal fees.

A motion was made by Dave Lutes to accept the 2019 Year End Departmental Transfers in the total amount of **\$92,696.68**. It was seconded, by Brian Beachkofski **and so voted**.

Dave asked about the Elders Affairs Grant if we are able to move it around and wondered if we had to report it. Todd said it is reported at the end of each year. The money is to be used for a range of items to help seniors. There are many items it covers.

Brian asked with the MECC shifting is that to cover the additional salaries. He wanted to know if the agreement will change under the new program. Todd said we will be assessed and we anticipate that it will down but this is our first year so we are not 100% sure what the number will come in at.

Steve asked on Recreation Salaries and wondered why it was not part of the budget. Todd said it was included in the Fiscal Year 20 Budget but a portion was needed to be included the FY 19 Budget. Blythe said when you have a request to look at salaries it may mean that we need to look at all of the salaries and make sure they are competitive but not overly generous. She would like to look at the overall step and cola increase and have a study done as it has not been done since 2002.

There are new laws that men and woman need to be paid equally. Blythe is going to look at what we would need for funding to make sure we are competitive but not paying too much or too little. Her position is at the top of the grade and she is at the top grade now so that is an indicator that it may need to be studied. We want to keep the great employees. If you do this study you can say you are being compensated fairly and the raise is appropriate n or inappropriate. Are we on the right track? Is it fair to the residents and fair to the employees as well? You need to be fair to the non-union employees also.

The Maintenance increase was overtime pay to employees, there was a big push to get that building. (new police station) open.

Reserve Fund is already funded for Fiscal Year 20 in the amount of \$50,000.

Brian asked if the Police and Fire only negotiate on cost of living increases. He said one of the things he has heard is that it is difficult to keep Firefighters. He would like to see the review of jobs and salaries so we work on keeping the talent from leaving and going elsewhere. Blythe said that the goal was to stop that from happening and this was addressed in their contracts.

Department Liaisons 2020:

Fire Department – Arthur Frontczak

Police/Animal Control - Steve McDonough

DPW - Dave Lutes

Norfolk Schools - Susan Klein

KP Schools - Peg Drisko

Planning/Land Use Board – Dave Lutes

Library Senior Center and Town Hall – Jonathan Hurwitz

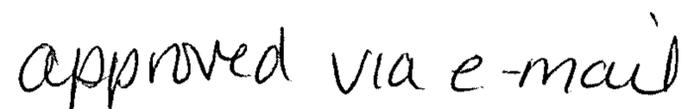
Facilities- Mike Hough/Brian Beachkofski

Peg asked what the duties are of these Liaisons. Steve said for each Liaison is to reach out to each department head to get a better handle on what's going on within their departments. Steve said there will be some capital items requested at Fall Town Meeting. Steve feels that these interactions will help the AB do a better job, and have a better sense of future capital items. Blythe said that she and Todd are here to help make their jobs easier don't hesitate to ask for help or questions.

Meeting adjourned at 7:46PM

Sincerely,


Susan Jacobson, Administrator


Stephen McDonough, Chair



Town of Norfolk

Susan Jacobson <sjacobson@norfolk.ma.us>

Advisory MM 6.26.19

3 messages

Stephen McDonough <smcdonough@nextphaselegal.com>
To: Susan Jacobson <sjacobson@norfolk.ma.us>

Mon, Sep 16, 2019 at 4:14 PM

Here is the first one, just a few tweaks shown in track changes.

Thanks.

 **Advisory MM 6.26.19.docx**
24K

Susan Jacobson <sjacobson@norfolk.ma.us>
To: Stephen McDonough <smcdonough@nextphaselegal.com>

Mon, Sep 16, 2019 at 5:38 PM

Hi,

I guess I did not proof this before sending it along. Sorry about that.

I will keep in touch,

Sue
Susan Jacobson
Affordable Housing Director
Town of Norfolk
One Liberty Lane
1st Floor
Norfolk, MA 02056
508-440-2812 (office)

[Quoted text hidden]

Stephen McDonough <smcdonough@nextphaselegal.com>
To: Susan Jacobson <sjacobson@norfolk.ma.us>

Mon, Sep 16, 2019 at 6:08 PM

No worries!

Stephen F. McDonough

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