



ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
02/13/2023 7:30 PM
 Conducted via Remote Participation - Zoom

ATTENDEES

Remy	P	White	P	Griffin	P	Bliss	P
Blundell	P	Younkin	P	Harmer	P	Tosti	P
Susse	P	Lobel	P	LaCourt	A	Deshler	P
Migliazzo	P	Gibian	P	Jones	P	Carman	P
Beck	A	Foskett	P	Heigham	P	McKenna	P
						Bradley	P

P indicates Present; L indicates late; A indicates Absent

Visitors: Sean Keane (ACMI),

INTRODUCTION

1. Deshler read the rules for the meeting as formulated by Town Counsel based on the Governor’s authorization. An important rule is that all votes, unless unanimous, must be by roll call. Attendance was taken by roll call. A vote of “unanimous” means “unanimous vote by all present”. The Chair votes only when there is a tie.

MINUTES

1. Meeting minutes from 2/8/2023 were approved with 16 in favor and two abstaining (White, Harmer)

BUDGETS, ARTICLES & ITEMS

1. Comptroller
 - a. Munis package now cloud based meaning travel to Munis Conferences is increasingly important as there are more frequent software updates
 - b. Free cash certified at \$16 million (timely in September)
 - c. VOTE: the Comptroller budget totaling \$347,608 was approved unanimously
2. Assessors
 - a. Warrant Article “Reevaluation” for \$100,000 is a one-time expense used for a regression analysis for various territories within the town for a market analysis of home prices which is required by Federal and State laws. Homes in towns are also re-assessed
 - b. VOTE: the Assessors budget totaling \$336,591 was approved unanimously
3. Summary

Budget Name	Amount	Status
Comptroller	347,608	Approved

Assessors	336,591	Approved
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CONCLUSION

The meeting adjourned at 8:53pm.

The next meeting is Wednesday, February 22, 2023.

Tara Bradley
2/13/2023

Reference 1: Comptroller Budget Presentation



Comptroller Budget FY 2023

Financial Budgets Working Group

February 13, 2023

Agenda

- ▶ Meeting and Attendees
- ▶ Personnel Budget
 - ▶ Complies with Pay and Classification Plan
- ▶ Expense Budget
 - ▶ Discussion of Specific Items
- ▶ Other Related Items
- ▶ Recommended Vote

Meeting with Comptroller Ida Cody

- Thursday February 9th
- Attendees
 - Ida Cody
 - Topher Heigham
 - Charlie Foskett
- Meeting conducted by Zoom

Personnel Budget

FY 2024 SALARY DETAIL			FY2024							FY2023	FY2024				
COMPTROLLER	Previous	Job	FTE	BU	Grade	Step	Step	Min	Max	Budget Book	New Pay	Base	Step	Longevity	Total
CODY		COMPTROLLER	1.00	MGMT	2			102,907	148,705	140,381	148,013	146,013	2,000	0	148,013
ADDORISIO	FIELDS	ASSISTANT COMPTROLLER	1.00	SEIU	9	8	8	65,514	87,749	83,238	84,769	83,238	1,531	3,391	88,160
SOLIS		SENIOR ACCOUNTANT	1.00	OFFA	6	4	5	48,373	65,753	49,183	54,895	52,948	1,947	0	54,895
SHEA		PRIN ACCT CLERK/BOOKEEPER	1.00	OFFA	5	5	5	45,069	61,317	55,010	52,058	50,215	1,843	0	52,058
		APPROPRIATION TOTAL:								327,812	339,735	332,414	7,321	3,391	343,126
		Water/Sewer Offsets								(31,516)	(31,448)	(31,448)			(31,448)
		TAXATION TOTAL:	4.00							296,296	308,287	300,966	7,321	3,391	311,678

- No issues with personnel budget
- Comptroller department salary detail in Master Salary schedule complies with Town Classification and Pay Plan

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Expense Budget

		2021 Actual	2022 Actual	2023 Budget	2024 Budget	\$ Change	% Change
0113481	0113481 COMPTROLLER SALARIES						
0113481							
0113481	5100 SALARIES & WAGES	327,584	328,628	336,343	339,735	3,392	1.01%
0113481	5103 OVERTIME	942	2,509	6,000	6,000		
0113481	5156 LONGEVITY	8,639	1,754	5,234	4,871	(363)	-6.94%
0113481	5160 STIPENDS	850	850	850	850		
0113481							
0113481	0113481 COMPTROLLER'S SALARIES	338,015	333,742	348,427	351,456	3,029	0.87%
0113482							
0113482	0113482 COMPTROLLER EXPENSES						
0113482							
0113482	5209 IN-STATE TRAVEL	-	1,074	3,350	3,350		
0113482	5210 OUT-OF-STATE TRAVEL	-	3,095	4,000	4,000		
0113482	5215 TELEPHONE EXPENSES	360	634	750	750		
0113482	5217 DUES/SUBSCRIPTIONS	485	776	1,000	1,000		
0113482	5218 TRAINING	1,409	3,053	15,000	15,000		
0113482	5223 OFFICE SUPPLIES	3,013	3,179	3,500	3,500		
0113482	5224 OTHER SUPPLIES	328		-	-		
0113482	5236 OTHER PURCHASED SERVICES	-	-	-	-		
0113482	5299 OTHERWISE UNCLASSIFIED	-	10	-	-		
0113482							
0113482	0113482 COMPTROLLER'S EXPENSES	5,594	11,822	27,600	27,600		
0113482							
0113482	COMPTROLLER APPROPRIATION TOTAL	343,609	345,563	376,027	379,056	3,029	0.81%

- O/T is generally required when closing the books at FY year end. This year and in 2024 dept. is dealing with new COA, especially challenging.
- In state travel is for Mass Municipal Auditor certification. IC and two others. IC wants them certified and up-to-date.
- Out of state travel is for two people to go to Munis Conferences for new releases.
- Training: 2 people in more Munis training plus training for another certified purchaser. Certified purchaser helps with compliance issues. IC striving for staff redundancy.

Other Related Matters

- ▶ Audit of FY 22 books went very well, no management citations, audit went very fast due to preparation and Town's advanced Munis implementation.
- ▶ New Munis W/S billing and cash management integration is finally up and running. Integrated with new remote reading water meters. IC says Patty Sawtell project manager did a great job.
- ▶ Free cash certified at \$16 million (timely in September).
- ▶ Powers & Sullivan audit firm has grown; many partners, continuity assured.
- ▶ IC reports that all the Munis modules are installed and working well except for the "General Billing Module" which is "not critical" but should be working in FY 24.

Recommendation

That the Finance Committee approve the Comptrollers budget as presented

- Salaries \$351,456
- Expenses \$27,600
- Total \$379,056
- Less offsets (\$31,448)
- Comptroller Taxation Total \$347,608

0113481 COMPTROLLER SALARIES						
5100 SALARIES & WAGES	327,584	328,628	336,343	339,735	3,392	1.01%
5103 OVERTIME	942	2,509	6,000	6,000	0	0.00%
5156 LONGEVITY	8,639	1,754	5,234	4,871	(363)	-6.94%
5160 STIPENDS	850	850	850	850	0	0.00%
0113481 COMPTROLLER'S SALARIES	338,015	333,742	348,427	351,456	3,029	0.87%
0113482 COMPTROLLER EXPENSES						
5209 IN-STATE TRAVEL	-	1,074	3,350	3,350	0	0.00%
5210 OUT-OF-STATE TRAVEL	-	3,095	4,000	4,000	0	0.00%
5215 TELEPHONE EXPENSES	360	634	750	750	0	0.00%
5217 DUES/SUBSCRIPTIONS	485	776	1,000	1,000	0	0.00%
5218 TRAINING	1,409	3,053	15,000	15,000	0	0.00%
5223 OFFICE SUPPLIES	3,013	3,179	3,500	3,500	0	0.00%
5224 OTHER SUPPLIES	328	-	-	-	0	-
5236 OTHER PURCHASED SERVICES	-	-	-	-	0	-
5299 OTHERWISE UNCLASSIFIED	-	10	-	-	0	-
0113482 COMPTROLLER'S EXPENSES	5,594	11,822	27,600	27,600	0	0.00%
COMPTROLLER APPROPRIATION TOTAL	343,609	345,563	376,027	379,056	3,029	0.81%
OFFSETS	(30,990)	(31,529)	(31,516)	(31,448)	68	-0.22%
COMPTROLLER TAXATION TOTAL	312,619	314,034	344,511	347,608	3,097	0.90%

Thank You