

MINUTES OF  
TOWN OF SEEKONK FINANCE COMMITTEE  
Regular Meeting  
February 28, 2023  
Planning Board Room, Seekonk Town Hall, 100 Peck St

PRESENT: Matthew Salisbury, Chairperson  
Michael Brady, Vice Chairperson  
Michael Bradley  
Normand Duquette  
Phillip Yan  
Joanna L'Heureux

Director of Finance: Jennifer Argo  
Library Director: Kate Hibbert  
Chairperson of the Board of Library Trustees: Michael Durkay

Mr. Salisbury called the meeting to order at 7:06pm

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Review FY24 budget w/ Library & Town Hall Departments

- Ms. Hibbert presented an overview of the Library FY24 budget. She presented the salaries stating even though they just received a retro the current collective bargaining contract expires at June 30, 2022. She's hoping to have it negotiated by fiscal year-end to fulfill the state requirement. If not they will have to apply for a waiver due to negotiations.
- Ms. Hibbert presented the expenses. Increase in the 'Equipment Replacement' line is due to book carts needed to be replaced. There was a discussion on the costs of digital/audio books versus hardcopies. Also a discussion on the cycling of old books and replacing them.
- Mr. Salisbury asked whether the library was going back to Town Meeting for a new building. Discussion on the withdrawal of the new construction. Looking to repair/maintenance on the existing building. Library was going to the Board of Selectman meeting on March 1<sup>st</sup> to discuss future plan.
  - o Discussion on DPW doing a walkthrough of the facility. Mr. Yan suggested a third party to walkthrough and assess the repairs versus the DPW. The Library is looking to get a third party in.
- Introduction of her department's liaison to Finance Committee – Normand Duquette
- Ms. Argo stated that all salaries in the FY24 budget are contractual/step increases. Any collective bargaining contracts in negotiations that result in increases will be handled at Town Meeting after the agreement(s) are settled. Ms. L'Heureux questioned why don't we include a percentage to cover the increase now. Discussion on how it's a negotiation strategy not to lock ourselves into a certain salary increase.
- Ms. Argo mentioned 'Conferences & Seminars' were increased in most departments due to availability of training
- Ms. Argo presented the budget for the following departments:
  - o Town Meeting
  - o Board of Selectmen
  - o Town Administrator
  - o Town Hall – an increase in 'Motor Fuel' due to increases in gas prices. Discussion on the copier lease versus buying. Question on the 'Capital Outlay' – what it covers. Last payment of current lease & potential of trading in Assistant Town Administrator's car.
  - o Finance Committee – a reduction to \$0 on the 'Wages'
  - o Director of Finance – an increase in 'Conferences & Seminars'
  - o Auditing
  - o Board of Assessors – in increase in 'CAMA-Maintenance' due to estimate; increase in 'Services - PP RE' due to FY2024 being a revaluation year; an increase in 'Consulting' due to revaluation year; an increase in 'Conferences & Seminars'

- Town Treasurer
- Town Collector
- Tax Title – Per Collector the whole amount it not needed. May shift it to another department or reduce it.
- Reserve
- Legal Services – question asked if this covered school – it does not
- Information Systems (IT) – increase due to MUNIS upgrade in FY24. Current MUNIS version will expire and an upgrade is needed to maintain MUNIS support. A new server is required in order to upgrade to the next version of MUNIS. A quote for server is included but waiting on another quote. Increase also due to increase in licenses & maintenance of the TCM server (Tyler product) that was implemented in FY23. Also increase in ‘Equipment Replacement’ due to a computer/printer need for department heads.
- Town Clerk
- Elections
- Registrars
- Planning/Zoning - an increase in ‘Conferences & Seminars’
- Conservation – question on what the ‘Equipment Rental’ was for. It’s for rental of big equipment to maintain properties
- Board of Health - an increase in ‘Conferences & Seminars’
- Community Health – discussion on this is a grant requirement for the Town’s share. The grant is facilitated through the City of Fall River
- Veterans’ Services – discussion on how the budget decreased due to the decrease in numbers of Veterans’. A portion is reimbursed by the State.
- Debt Service
- Fixed Costs – discussion on 1% increase on Blue Cross Blue Shield (true number) and increase on liability insurance. A conservative quote from Gallagher

### Minutes

The committee reviewed the minutes of February 7, 2023.

Motion to approve minutes Mr. Bradley, second Mr. Brady (5-0-1, L’Heureux abstain)

### Future Meetings

Tuesday, March 24, 2023 Seekonk Town Hall @ 7:00.

Tuesday, March 28, 2023 Seekonk Town Hall @ 7:00.

Motion to adjourn Mr. Duquette, second Ms. L’Heureux (6-0) at 8:35pm.

Respectfully submitted,

Phillip Yan, Clerk