

FinCom Meeting

November 15, 2016, submitted by Stewart Cady

Agenda

- Convene
- Approved prior meeting's minutes
- Update and discussion of Town Accountant Report
- Update from Town Administrator about warrant for November 19 Special Town Meeting
- Vote on Recommendations for Warrant articles for November 19 Special Town Meeting
- Update and discussion regarding the Receivables Report issued by the interim accountant
- Update on Financial Policies Meeting
- Update about key items discussed at ATFC Annual Meeting on October 15, 2016.
- Schedule next meeting
- Adjourn

Convened at: 7:00 PM

Members present:

Bryan Sawyer
Mike Swanton
Stewart Cady
Joe McNiff
John O'Keefe
Brian Hildebrant

Also present:

Patrice Garvin
Tim Hatch

Motion made to accept the minutes of October 18, 2016 as distributed electronically by Stewart Cady

Seconded by: Mike Swanton

Vote: Accepted Unanimously

Note: Dreama Sloan Kelly joined the meeting at 7:04 PM. All votes while Dreama is attending by phone will be roll call votes. See attached spreadsheet of Votes recorded.

Update and discussion of Town Accountant Report

Question raised about \$20,900 Contract Service expense in Assessors line. This may be for services from Patriot who aids in property assessment.

Communications and Police expenses are running at > 38%, about 5% over expected expenses. Patrice will meet with the Police Chief at the beginning of the next quarter to follow-up so that if there is a projected overrun we will understand corrective action.

John wants to get a better understanding of the Trash and Ambulance Enterprise Funds for reporting revenues and expenses.

Update from Town Administrator about Warrant for November 19 Special Town Meeting

Patrice reported that Free Cash has yet to be certified by DOR. It is hoped that it will be certified this coming Friday (11/18) prior to the STM. If not, STM will be continued to 11/28 to act on the expenditures/transfers that need to have the amounts certified.

Based on this information, FinCom voted recommendations that assumed that Free Cash is certified and will be brought before the Town on either 11/19 or 11/28.

Vote on Recommendations for Warrant articles for November 19 Special Town Meeting

Article 1, Line 211 Police Department Expenses increased by \$17,250 from \$86,462 to \$103,712, **FinCom Recommends Favorable Action.** Vote - 7 Yea, 0, Nay, 0 Abstain.

Article 1, Line 211 Police Department Wages Union increased by \$1,630 from \$656,737 to \$658,367, **FinCom does not Recommend Favorable Action.** This should be re-visited at ATM next Spring. Vote - 2 Yea, 5 Nay, 0 Abstain.

Article 1, Line 155 Computer Operation Expense increased by \$4,400 from \$75, 906 to \$80,306, **FinCom Recommends Favorable Action.** Vote, 7 Yea, 0 Nay, 0 Abstain.

Article 1, Line 151 Legal Expenses increased by \$12,000 from \$30,000 to \$42,000, **FinCom Recommends Favorable Action.** Vote, 7 Yea, 0 Nay, 0 Abstain.

Article 1, Line 122 Board of Selectmen Expenses increased by \$2,000 from \$28,770 to \$30,770, **FinCom Recommends Favorable Action.** Vote, 7 Yea, 0 Nay, 0 Abstain.

Article 2, Transfer to OPEB Liability Trust Fund, \$10,000, **FinCom Recommends Favorable Action.** Vote, 7 Yea, 0 Nay, 0 Abstain

Article 3, Prior Year Bills. Amount reduced to \$1,634.42 as Mass Development Electric Accountant has been withdrawn at this time. **FinCom Recommends Favorable Action.** Vote, 7 Yea, 0 Nay, 0 Abstain

Article 4, SPACO-Fibre Optic Cable Link to Middle School - \$5,700.25. **FinCom Recommends Favorable Action.** Vote, 7 Yea, 0 Nay, 0 Abstain

Article 5, Sewer Department Reserve Fund Transfer, \$87,500. No vote taken. To be discussed at STM.

Article 6, Sewer Department Prior Year Bill, \$13,250. **FinCom Recommends Favorable Action.** Vote, 7 Yea, 0 Nay, 0 Abstain

Article 7, Ambulance Department Budget Retained Earnings, \$26,000. While a vote was taken, there is still a question regarding if the additional revenue by having staffing at the higher on-call rate will offset the additional expense. **FinCom Recommends Favorable Action.** Vote, 7 Yea, 0 Nay, 0 Abstain.

Discussion about Article 8

FinCom discussed how projects on the Capital Plan should be funded. If a roof costs only \$24,000 and could be paid for from Free Cash, should it be? Another view is that the roof will last for many years and should be paid through borrowing which spreads the expense over the life of the roof. That leaves Free Cash to bolster Stabilization or other, more immediate expenses. While this is a good point of discussion, FinCom feels that in the Financial Policies being developed, there should be guidelines with expenditure thresholds for borrowing vs. expensing on Capital Plans.

Article 8, Item A, Center Town Hall Roof \$24,000. **FinCom Recommends Favorable Action.** Vote, 7 Yea, 0 Nay, 0 Abstain

Article 8, Item B, Vault in Town Hall Basement \$10,000. **FinCom Recommends Favorable Action.** Vote, 7 Yea, 0 Nay, 0 Abstain

Article 8, Item C, Reconfigure Police Parking Lot Security \$48,140. **FinCom Recommends Favorable Action.** Vote, 6 Yea, 0 Nay, 1 Abstain

Article 8, Item D, Police Motorcycle \$14,000. **FinCom Recommends Favorable Action.** Vote, 6 Yea, 0 Nay, 1 Abstain

Article 8, Item E, Fire Engine #4 \$600,000. **FinCom Recommends Favorable Action.** Vote, 7 Yea, 0 Nay, 0 Abstain

Article 8, Item F, Fire Station Roof \$27,000. **FinCom Recommends Favorable Action.** Vote, 7 Yea, 0 Nay, 0 Abstain

Article 9, Master Plan Implementation, Xfer \$13,837 to Line 122. **FinCom Recommends Favorable Action.** Vote, 7 Yea, 0 Nay, 0 Abstain

Article 10, Transfer to General Stabilization. FinCom recommendation deferred to STM.

Article 11, Xfer to Capital Stabilization. FinCom recommendation deferred to STM.

Article 12, Renewable Energy By-Law. **FinCom Recommends Favorable Action.** Vote, 7 Yea, 0 Nay, 0 Abstain

Article 13, Road Acceptance of Village Drive. **FinCom Recommends Favorable Action.** Vote, 7 Yea, 0 Nay, 0 Abstain

Update and Discussion regarding the Receivables Report issued by the interim Accountant

Discussion: No update at this time but the item will be carried forward to future meetings.

Update on Financial Policies Meeting

Next meeting to be held on December 6, at 9 AM

Update about key items discussed at ATFC Annual Meeting on October 15, 2016

Vote taken to approve reimbursement of John O'Keefe for \$45 for attendance at the MA ATFC meeting on October 15. Motion passed 6 Yea, 0 Nay, 1 Abstain.

Vote taken to approve reimbursement of Stewart Cady for \$55 for attendance at the MA ATFC meeting on October 15. Motion passed 6 Yea, 0 Nay, 1 Abstain.

Of special note in the presentations was a session that both John O'Keefe and Stew Cady attended – Financial Trend Monitoring presented by John Coderre, Town Administrator of Northborough and Al Tosti, Arlington Finance Committee and ATFC Treasurer. The focus was on how to track and report the financial health of a municipality so that action can be taken before a 'real' problem crops up. They presented real tools that help the finance team and other town officials to understand the true status of the financial health of the Town.

I am reading through the workbook and will report on my thoughts going forward.

Next Meeting Scheduled for: 8:45 AM, Saturday, November 19 in the auditorium of the Ayer/Shirley Middle School.

Note: Dreama Sloan-Kelly left the meeting at 8:45 PM.

Motion to Adjourn: Joe McNiff

Second: Mike Swanton

Adjourned at: 8:52 PM

Bryan Sawyer

Mike Swanton

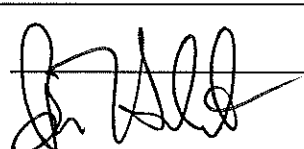
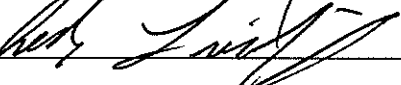
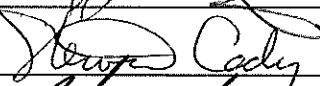
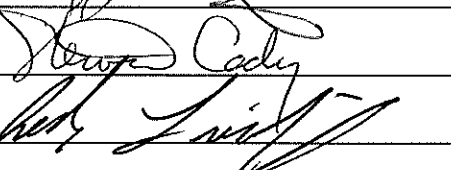
Stewart Cady

Joe McNiff

Dreama Sloan-Kelly

John O'Keefe

Brian Hildebrant



	Votes		Tally										
	Motion by	Second by	Stewart Cady	Brian Hildebrand	John O'Keefe	Joe McNiff	Brian Sawyer	Mike Swanton	Dreama Sloan-Kelly	Yea	Nay	Abstain	Notes:
Accept minutes of 10/18/16	Stewart Cady	Mike Swanton	Yea	Yea	Yea	Yea	Yea	Yea	N/A	6	0	0	
Town Meeting Warrant Articles													
Article 1 - Line 211 - \$17,250	Stewart Cady	Mike Swanton	Yea	Yea	Yea	Yea	Yea	Yea	Yea	7	0	0	
Article 1 - Line 211 - \$1,630	Stewart Cady	Joe McNiff	Nay	Nay	Yea	Yea	Nay	Nay	Nay	2	5	0	
Article 1 - Line 155 - \$4,400	Stewart Cady	Joe McNiff	Yea	Yea	Yea	Yea	Yea	Yea	Yea	7	0	0	
Article 1 - Line 151 - \$12,000	Stewart Cady	Mike Swanton	Yea	Yea	Yea	Yea	Yea	Yea	Yea	7	0	0	
Article 1 - Line 122 - \$2,000	Stewart Cady	John O'Keefe	Yea	Yea	Yea	Yea	Yea	Yea	Yea	7	0	0	
Article 2 - \$10,000 to OPEB	Stewart Cady	Mike Swanton	Yea	Yea	Yea	Yea	Yea	Yea	Yea	7	0	0	
Article 3 - \$1,634.42 to prior year bills	Stewart Cady	Mike Swanton	Yea	Yea	Yea	Yea	Yea	Yea	Yea	7	0	0	
Article 4 - \$5,700.25 SPACO	Stewart Cady	Mike Swanton	Yea	Yea	Yea	Yea	Yea	Yea	Yea	7	0	0	At STM
Article 5 - Sewer Dept \$87,500													
Article 6 - Sewer Dept \$13,250	Stewart Cady	Mike Swanton	Yea	Yea	Yea	Yea	Yea	Yea	Yea	7	0	0	Reconsider at STM
Article 7 - Amb Ent Fund - \$26,000	Stewart Cady	Mike Swanton	Yea	Yea	Yea	Yea	Yea	Yea	Yea	7	0	0	
Article 8 - Item A \$24,000	Stewart Cady	Mike Swanton	Yea	Yea	Abs	Yea	Yea	Yea	Yea	6	0	0	
Article 8 - Item B \$10,000	Stewart Cady	Mike Swanton	Yea	Yea	Abs	Yea	Yea	Yea	Yea	6	0	0	
Article 8 - Item C \$48,140	Stewart Cady	Mike Swanton	Yea	Yea	Yea	Yea	Yea	Yea	Yea	7	0	0	
Article 8 - Item D \$14,000	Stewart Cady	Mike Swanton	Yea	Yea	Yea	Yea	Yea	Yea	Yea	7	0	0	
Article 8 - Item E \$600,000	Stewart Cady	Mike Swanton	Yea	Yea	Yea	Yea	Yea	Yea	Yea	7	0	0	
Article 8 - Item F \$27,000	Stewart Cady	Mike Swanton	Yea	Yea	Yea	Yea	Yea	Yea	Yea	7	0	0	
Article 9 - Master Plan \$13,837	Stewart Cady	Mike Swanton	Yea	Yea	Yea	Yea	Yea	Yea	Yea	7	0	0	At STM
Article 10 - Xfer to Gen Stab													At STM
Article 11 - Xfer to Cap Stab													
Article 12 - Renewable Energy By-Law	Stewart Cady	Mike Swanton	Yea	Yea	Yea	Yea	Yea	Yea	Yea	7	0	0	
Article 13 - Village Road Acceptance	Stewart Cady	Mike Swanton	Yea	Yea	Abs	Yea	Yea	Yea	Yea	6	0	1	
Other Business - ATFC Update													
Reimburse John O'Keefe \$45 for ATFC Annual Meeting	Stewart Cady	Mike Swanton	Yea	Yea	Abs	Yea	Yea	Yea	Yea	6	0	1	
Reimburse Stewart Cady \$55 for ATFC Annual Meeting	Stewart Cady	Mike Swanton	Abs	Yea	Yea	Yea	Yea	Yea	Yea	6	0	1	
Adjourn	Joe McNiff	Mike Swanton	Yea	Yea	Yea	Yea	Yea	Yea	N/A	6	0	0	