

## FINANCE COMMITTEE

### Minutes

June 23, 2014

Regular meeting of the Finance Committee was held on Monday, June 23, 2014 at 7:30 p.m. in the Finance Committee Room, Town Hall with the following members present: L. Pitman, J. Burke, J. Denneen, J. Lowre, J. McDermott, D. Crowley, D. Bruce, T. Williams, P. Hinton, A. Healy, and S. Lawson. Absent were: C. Lane, S. Ahmed, D. DiCenso and M. Iwanowicz. Also in attendance were Town Administrator M. Boynton, Finance Director M. Thompson and Town Accountant J. Cuneo.

7:30 p.m. – Quorum being present, the meeting was called to order by the Chairman L. Pitman.

#### Town Administrator

Town Administrator M. Boynton extended his thanks to the Committee for their service and dedication to the Town. He will be leaving his position as Walpole's Town Administrator on July 17, 2014 to become Town Administrator in the Town of Medway. He spoke to it being a difficult decision to make but felt change was good.

#### Appointments

#### Reserve Fund Transfers

#### Police Department – Salaries

Speaking to this request was Police Chief R. Stillman. Also present was Deputy Chief J. Carmichael

\$12,000 being requested for salaries for the overtime-patrol line item to cover unforeseen vacancies through FY2014. This is due to one officer being out due to illness and three officers out for significant periods with medical issues and one out on extended administrative leave, necessitating a high number of shifts to be covered. All officers are back to work with the exception of one officer. Department does minimum manning and usually has four officers on duty. He spoke to the department expecting to receive Grant money but these funds will go into the General Fund and not the budget but should be sufficient to cover this request. He does not know when the Grant money will be received.

**MOTION MADE** by J. Denneen, Seconded by J. Burke to approve a Reserve Fund Transfer Request in the amount of \$12,000 for Police Department – Salaries, Motion Passed (11-0-0) (11 voting) Unanimous

**Legal – Expenses**

Speaking to this request was Town Administrator M. Boynton. \$17,500 being requested for various legal issues. He is awaiting the Labor Counsel and Town Counsel bills for June, 2014. Deficit in this budget is mainly due to Barberry Homes (40B) project, Superfund site and Robertson vs Barberry Homes. Counsel has been used for the westerly side of the Superfund site, but will also be looking for assistance on the easterly side.

**MOTION MADE** by J. Denneen, Seconded by J. McDermott to approve a Reserve Fund Transfer request in the amount of \$17,500 for Legal Expenses, Motion Passed (11-0-0) (11 voting) Unanimous

**Fire Department – Expenses**

Speaking to this request was Fire Chief T. Bailey. He is requesting two transfers for vehicle issues. \$4,500 and \$39,800.

\$4,500 being requested for apparatus equipment repairs. Department has had a number of equipment repairs. Line item is in deficit in the amount of \$5,457. The \$4500 will fund them through the year.

**MOTION MADE** by J. Denneen, Seconded by J. Burke to approve a Reserve Fund Transfer request in the amount of \$4,500 for Fire Department – Expenses, Motion Passed (11-0-0) (11 voting) Unanimous

\$39,800 being requested to replace the current tank truck chassis (prior military vehicle) which is out of service due to engine failure. Vehicle is capable of carrying 1000 gallons of water and is primarily used as an off road forestry tanker and is used in several area where the vehicle is critical to fire suppression, i.e. Adams Farm, railroad tracks and other large tracks of land. Vehicle was obtained from the military 15 years ago and is difficult to find engines for it. Proposing to outfit with a newer chassis and work will be done with in-house staff. It will take a couple of months to outfit it and should be ready in the Fall. Town received vehicle from the government and has got its money's worth.

**MOTION MADE** by J. Denneen, Seconded by D. Crowley to approve a Reserve Fund Transfer request in the amount of \$39,800 for Fire Department – Expenses, Motion Passed (11-0-0) (11 voting) Unanimous

**Schools**

Speaking to this request was Superintendent L. Lynch, School Committee Chairman P. Shield and Business Manager M. Frascia. Request is for \$39,600 for installation of a handicap lift to make the second floor of Plimpton School handicap accessible. Lift has

been installed and inspected, awaiting the completion of the punch list. They will also be bidding the renovations at the Plimpton School for bathrooms. These costs/renovations have been accelerated by students needs, but would have eventually be needed.

Back in February, School Department tried to pay the expenditures for the handicap lift out of the operating budget, but due to two out of district students costs, and increase in homeless transportation costs, (approximately \$127,000 for 22 students), they are short funds. They have received \$40,000 for students in bridge program, and have underspent in collective bargaining in lane changes, also have had good attendance with staff. Next year they anticipate a deficit in special ed costs, but anticipate slight increase in funding for Medicare and circuit breaker program. Superintendent spoke to meeting in September or October to discuss any anticipated budget issues

**MOTION MADE** by J. Denneen, Seconded by J. McDermott to approve a Reserve Fund Transfer request in the amount of \$39,600 for the School Department, Motion Passed (11-0-0) (11 voting)

**Auditor's Report** , Finance Director M. Thompson and Town Accountant J. Cuneo present for this discussion.

**5 Year Financial Projection** - Discussion ensued on the possibility of a 5 year financial projection being brought to the Finance Committee. Town Administrator felt that this was an exercise in futility, too many variables, Town has zero control on the revenue side and difficult to do the projections. Challenges facing the Town are growing health insurance costs. Norfolk County Retirement costs.

**OPEB** – possibility of doing an Override was discussed, Board of Selectmen, Finance Committee and School Department ultimately decide on how to deal with funding of OPEB. Unknown is whether or not the Town would support an Override. Town Administrator spoke to not knowing where the State is going with the ability to fund local aid. They are reluctant to tackle taxes.

8:45 p.m. – Committee Members P. Hinton D. Crowley left

**Internal Audit Process** – Town Accountant is working on developing a plan and will share the results with the Committee.

**Municipal Data Breaches** – Risk assessment, need to be careful, prior to going to a specialist.

**Munis System Upgrade** – New system and Chart of Accounts being worked on. Training is going to start soon, and looking to issues with other communities have had before going live, anticipate reading in 2016.

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**Chairman's Authorization**

In prior year's the Finance Committee has granted authorization to the Chairman or Vice Chairman to approve Reserve fund Transfers up to a date certain (July 15, 2014) thus eliminating a need to call a meeting for the end of the budget year.

**MOTION MADE** by D. Bruce, Seconded by J. Burke to grant the Finance Committee Chairman or Vice-Chairman authorization to approve any Reserve Fund Transfers or Budget Transfers for Expenses to Salaries or Salaries to Expenses up to the amount of \$5,000 for the period ending July 15, 2014, Motion Passed (9-0-0) (9 voting)

**Minutes**

**MOTION MADE** by J. Denneen, Seconded by A. Healy to approve the minutes of the May 1, 2014 meeting, Motion Passed (7-0-2) (D. Bruce, J. Lowre abstained) (9 voting)

**OPEB discussion** – Committee discussed keeping the funding of OPEB in the Spring budget as it will affect the other budgets at the beginning of the budget process. It should be a priority over anything. Funding for OPEB has to be done in an article. Committee to discuss further in September, when the revenues are known. Everyone has to be on the same page and conversation should begin in the Fall and not the Spring.

**MOTION MADE** by J. Denneen, Seconded by M. Boynton to adjourn the meeting at 9:00 p.m., Motion Passed (9-0-0) (9 voting) Unanimous

Respectfully submitted,

Clare P. Abril  
Clerk