



FINANCE COMMITTEE

TOWN HALL BUILDING
8 PARK STREET

On *Monday, January 25, 2016* the **Finance Committee** held a meeting at the **Adams Town Hall** at **6:30 p.m.** **Chairman Timothy Burdick** presided the *Finance Committee Meeting*. Present were **Members Amy Giroux, Paul Demastrie Joan Smigel, John Cowie, Sandy Kleiner, Charles Foster and Jeff Lefebvre.** *Absent were Vice Chairman Leon Parrott, Members Mark Chittenden, Craig Corrigan, Matthew Pitoniak, Rachel Tomkowicz, David Allen, and Brian Johnson.* Also in attendance were *Town Administrator, Tony Mazzucco, and Board of Selectmen Chairman, Richard Blanchard.*

The Finance Committee Meeting was called to order at 6:35 p.m.

RESERVE FUND TRANSFER REQUESTS

Town Administrator Mazzucco went over each line request and explained the Town's needs.

Legal Services, \$15,000

The need for legal expenses was due to personnel issues and the Town being cautious in making sure to use legal counsel to avoid litigation.

Town Administrator Office Overtime, \$2,000

Overtime for the executive assistant position in the TA office had been depleted and that the Board historically has not maintained a four-meeting schedule and this was not accommodated for in the current budget.

Police Maintenance, \$3,000

The roof at the police station was deteriorating and part of the cause is related to skylights that were not installed properly. The Town Administrator and the Police Chief are hopeful that these repairs will make the roof last for a while longer and stop some of the current leaks. Town Administrator Mazzucco expressed concern that not addressing the leaks could cause problems with insurance if there was damage to the building.

Member Foster asked why the Town couldn't just remove the skylights and place roof over the spaces.

Town Administrator Mazzucco responded that the cost of that would be substantially higher.

Chairman Burdick asked for individual motions on the three items.

Member Cowie noted that since the Finance Committee always seems to do legal transfers each year and inquired why if it would make sense to increase the amount for legal services.

Town Administrator Mazzucco responded that he thought that was a good idea, though budget constraints always dictate what gets left in and out. He commented that he would move the line from the *Town Administrator* budget to the *Employee Benefits/Personnel Costs* line since it is always a factor of labor cost.

Motion made by Member Cowie to approve the Reserve Fund Transfer of \$15,000 for legal expenses

Second by Member Demastrie

Unanimous vote

Motion passed.

Member Lefebvre was very concerned about expenditures on overtime, and wanted the Town to make sure it controlled overtime expenses. He pointed out that the past several years this amount of overtime had not been used in the Executive Assistant position,

Motion made by Member Cowie to approve the Reserve Fund Transfer of \$2,000 for Town Administrator Office overtime expenses

Second by Member Giroux

Voted in favor were Members Giroux, Demastrie, Smigel, Cowie, Kleiner and Foster

Voted in opposition was Member Lefebvre

Motion passed.

Motion made by Member Lefebvre to approve the Reserve Fund Transfer of \$3,000 for police roof repairs

Second by Member Cowie

Unanimous vote

Motion passed.

APPROVAL OF MINUTES

Meeting Minutes for October 20, 2015 were presented.

Motion made by Member Kleiner to approve the October 20, 2015 minutes

Second by Member Cowie

Abstention by Members Demastrie and Giroux

Voted in favor were Members Lefebvre, Smigel, Cowie, Kleiner and Foster

Motion passed

ADJOURNMENT

Adjournment by Finance Committee

Motion made by Member Johnson to adjourn the Finance Committee meeting

Second by Member Allen

Unanimous vote

Motion passed

Finance Committee meeting adjourned.

Respectfully submitted by

Town Administrator Mazzucco, recording secretary

Timothy Burdick, Chairman