

Town of Fairhaven

Finance Committee

Minutes of the meeting for <June 11, 2015> at the BPW Administration Building, 5 Arsene St., Fairhaven, MA

Members in attendance:

Vice Chairman-Scott Fernandes, Robert A. Furtado, Padraic Elliott, Kathi Carter, Lisa Plante, Thomas Alden

Member absent:

John Mota

Town of Fairhaven:

Jeffery Osuch- Executive secretary

Meeting was covered by government access television.

Due to the absence of a Chairman, Vice Chairman Scott leads the meeting.

Vice Chairman called the meeting to order at 7:00 PM. Announced that the meeting was being recorded by government access TV. Vice Chairman has to be notified if anyone else present is recording the meeting by video or audio.

Motion made by Tom to accept the minutes from April 23, 2015. Seconded by Pat. Vote: Unanimous

Motion made by Tom to accept the minutes from May 2, 2015. Seconded by Pat. Vote: Unanimous

- Scott distributes Reserve Fund Transfer Requests from the Fire Department and the Memorial Day Committee.
- Committee members introduce themselves and welcome new member from Precinct 5 Thomas Alden
- Discussion of new members being sworn in by the Town Clerk.

- Reorganization of the Finance Committee:
 - Pat nominates Bob for Recording Secretary. Seconded by Lisa. Vote: Unanimous
 - Lisa nominates Scott for Chairman. Seconded by Pat. Vote: Unanimous
 - Lisa nominates Pat for Vice Chairman. Seconded by Kathi. Vote: Unanimous

Scott will now be referred to as Chairman in the minutes.

- Chairman presents Tom with the Conflict of Interest information, and advises him as to the committee member requirements.
- Chairman distributes the Attorney General's Open Meeting Law Guide to all members. Advises members to review the information, complete the back page, and return it to the Town Clerk.
- Chairman states he is aware there could be possibly 2 more Reserve Fund Requests for the next meeting.
- Discussion of Finance Committee resources for members.
Chairman gives Tom a disc copy of the ATFC Handbook.
Discussion of the Annual ATFC Meeting.
- Chairman presents a Reserve Fund Transfer request from the Memorial Day Committee, in the amount of \$44.85.
Money is requested because the cost of the wreathes was higher than expected this year.
 - A letter from the Memorial Day Committee states they are aware of the situation now and will avoid the problem this year.
 - Pat motions to transfer \$44.85 to Acct. # 001-692-00-5201-00-0345 Memorial Day. Seconded by Tom. Vote: Unanimous
- Chairman presents a Reserve Fund Transfer request from the Fire Department, in the amount of \$850. Chairman states the amount has been revised to \$500.
Money is needed for Heat. Reason given on the Request is because of the cold winter.
 - Mr. Osuch states there was a 5 % increase in usage at the Main Headquarters, but the old Station #5 in East Fairhaven saw an increase of 50%.
 - Mr. Osuch states he feels someone raised the thermostat to work in the building, and neglected to lower it when they left.
 - Tom asks if the Request can be tabled until the next meeting?
 - Discussion of the setting of Utilities in the budget.
 - Discussion of fluctuations in usage in years past.
 - Jeff states the Fire Department, ACO, and possibly the EMA had shortfalls this year.

- Kathi asks if there is a Town policy for setting of thermostats.
Mr. Osuch states it is left up to the department head.
 - Kathi asks if the Fire Chief should be asked to check the building.
 - Tom volunteers to meet with the Fire Chief to discuss the situation.
 - Discussion of Committee members meeting with Town officials.
 - Pat motions to transfer \$500 to Acct. #01-200-00-5211-00 Fire Department-Heat. Seconded by Tom. Vote: Unanimous
- Chairman states there is a Sewer Reserve Fund Transfer request pending and he must talk to Vincent Furtado.
 - There is a possibility of a Reserve Fund Transfer Request from the Police Department.
 - There is a possibility of a Reserve Fund Transfer Request from the EMA for Electricity.
 - There is a possibility of a Reserve Fund Transfer Request from the Finance Director for Tax Title.
- Discussion of the FY17 budget process.
 - Discussion of meeting in the Fall to discuss the budget process.
 - Discussion of whether or not there is a possibility of a Special Town Meeting in the Fall or Winter.
- Mr. Osuch states that the GNBRVTHS budget came in approximately \$2,900 higher than the appropriation.
Most likely the difference will have to be made up at a Special Town Meeting.
 - Discussion of recurring overruns in some department budgets.
 - Discussion of Fin Com members visiting department for research.

8:11 PM. Tom motions to adjourn. Seconded by Pat. Vote: Unanimous

Respectfully submitted by:

Robert A. Furtado
Finance Committee Secretary
(accepted 6-25-2015)