

**Minutes of the Finance & Advisory Board
Town of Georgetown
February 7, 2007**

Location – Third Floor Meeting Room – Town Hall

Members in Attendance – Jon Ayres, Tim Ruh - Secretary, Reggie Tardif - Chairman, Sandy Gerraughty, Jack L’Hommedieu, Mike Sweat and future member Mark Hall

Member Absent – Robin O’Malley

Guests – Steve Delaney, Matt Vincent, Elisabeth Tollman, Robert Kelley

Minutes taken by Tim Ruh

Meeting called to Order at 7:06 PM

Items Discussed:

1. Meeting was held to discuss the proposed FY08 Budget for the following departments - Board of Health, Assessors, Treasurer/Collector, Town Administrator, Town Accountant, Selectmen, and Town Hall Operations. Steve Delaney stated that he asked all departments to level fund the salaries as of right now unless the contractual obligation or amount of the change is known at present. Questions and discussions items included:
 - A. Deb Rogers presented the Board of Health. Deb stated that she and Ginger Bacon split their time between Georgetown and Newbury working mornings in Georgetown and afternoons in Newbury. Deb stated that the department does approximately 60 food establishment inspections per year, 40 septic inspections per year, is responsible for Flu vaccination clinic administration, housing inspections, landfill monitoring, and the public health component of Homeland Security. We reviewed health department expenses including the Landfill cap expenses and the possibility of reducing that expense in the future.
 - B. Paul D’Olimpio and David Bogdan presented the proposed assessor’s budget. Discussions centered around the revaluation expenses, proposed changes to the hours and pay rate of Rose Provencher, and Vision software expenses. Robert Kelley asked questions about MUNIS and the cost of support for that software.
 - C. Steve Delaney presented the budgets for the Town Administrator, Accountant, Town Hall Operations, Selectmen, and Treasurer/Collector. These budgets are preliminary and have not been reviewed by the Selectmen. Steve is requesting a part-time person to be budgeted and paid out of the Selectmen’s office to help with the workload in the accountant’s office and selectmen/administrator’s office. Steve discussed a few projects for Town Hall including a security system, window replacement, heat pump system, chimney repair and painting. Steve believes \$75-\$80,000 is a good estimate for legal expenses. Computers and servers in town hall are all fairly new.
2. Reg introduced Mark Hall as our new member of the Board replacing Phil Cannon. Mark had not been sworn in as of yet. Reg thanked Phil for his years of service.

3. Steve Delaney presented two Requests for Transfer from the Reserve Fund; one for legal expenses and the other for Veteran benefit expenses.
4. Sandy Gerraughty made a motion to transfer \$30,000.00 from the Reserve Fund to Account 11511-52000 Town Counsel. Mike Sweat seconded the motion. Motion carried unanimously 6-0.
5. Sandy Gerraughty made a motion to transfer \$15,000.00 from the Reserve Fund to Account 15431-52000 Veteran Services. Mike Sweat seconded the motion. Motion carried unanimously 6-0. It was noted that the State will reimburse 75% of this expense in the subsequent fiscal year.
6. Board discussed Longview costs, Joanne Testaverde as Whittier liaison and the agenda for future meetings.
7. Reg informed us that Ruth Stewart has resigned from the Board. Reg thanked her for her years of service to the Board.
8. Motion to adjourn was made by Jack L'Hommedieu at 9:30 PM and seconded by Mike Sweat. Motion carried unanimously 6-0.