

**Minutes of the Finance & Advisory Board  
Town of Georgetown  
September 20, 2006**

Location – 3<sup>rd</sup> Floor Meeting Room – Town Hall

Members in Attendance – Jon Ayers, Jack L’Hommedieu, Robin O’Malley, Tim Ruh, Reggie Tardif, Sandy Gerraughty, Ruth Stewart

Members Absent – Phil Cannon and Mike Sweat

Guests Present – Steve Delaney, Cynthia Bateman, Matt Vincent, Rose Provencher

Fire Department Guests – Mike Anderson, Chris Dubois, Brian Coolidge

Minutes taken by Tim Ruh

Meeting called to Order at 7:12 PM

Past Meeting Minutes – Tim Ruh made a motion to accept the 7/11/06 meeting minutes. Robin O’Malley seconded the motion. Motion carried 7-0.

Past Meeting Minutes – Robin O’Malley made a motion to accept the 8/16/06 meeting minutes. Jon Ayres seconded the motion. Motion carried 7-0.

Items Discussed:

1. Steve Delaney provided this update –
  - a. Combined CIP, Finance, School Committee and Selectmen meeting tentatively scheduled for 9/25/06 at 7 PM.
  - b. Audit for fiscal year 06 was well underway with field work completed last week.
  - c. Audit for fiscal year 05 is complete and Steve will let us know when the presentation to the Selectmen will occur.
  - d. FY08 Budget sheets in an electronic format from North Andover should be done in early October.
  - e. Clouds on the horizon – softening of housing market and an increase in tax delinquencies doubling to 80 from the 05 levels. Jackie is aggressively collecting taxes owed. Lottery revenue may be down next year. Too early to predict Chapter 70 funds at this time. We currently have approximately \$1.2 million in reserves. Capital needs for FY08 is a wildcard. Ladder truck is irreparable with a new vehicle costing \$600-700K but leasing may be an option. Road work, bridge work, Town Hall needs a paint job and a new school building are on the horizon. Health insurance may rise as much as 10%.
  - f. # of revolving accounts – town has more than 20, exact number and description will be provided by next meeting.
  - g. To reopen town hall on Fridays from 8-12PM would cost approximately \$37K per year. For Monday evenings for 3 hours, it would cost approximately \$28K per year.
  - h. Sandy asked about pooling towns for insurance – Steve responded that we are in the MIA insurance pool with approximately 100 communities for Healthcare,

Property and Casualty and Workers Compensation. Steve is on the Health trust Board of MIA.

- i. Union negotiations continue.
- j. Steve to verify payment of August Voc Tech invoice.
- k. Several projects are out to bid with the library project going well.
- l. Concern about Excise tax revenue this year.
- m. Annual Municipal Association meeting in Boston this year in January. Good trade show and breakouts.
- n. Jack asked about MUNIS and Excel for 08 Budget preparation.
- o. Board of Assessors letter to Steve Delaney and Finance Advisory Board is being reviewed.

2. Fire Department -

Chief Anderson presented a "Fire Alarm Proposal" and answered Board questions regarding By-Law change request to collect an annual fee for providing fire alarm monitoring. Last year the department spent \$8,900 to repair the system. Changing to a wireless system would cost between \$50-100K for the town and \$5-6K for each business. Jack L'Hommedieu stated that he supported the fee but not the establishment of another revolving account. The Board spent a few minutes discussing the merits and pitfalls of revolving accounts. Robin and Sandy determined that the potential revenue from the fee would be approximately \$7,000 per year based on a proposed \$250 fee for 28 boxes. The Chief mentioned that Billing and collection specifics will need to be worked out. The Board agreed to have Sandy research how revolving accounts work currently, and what checks and balances were in place and report back to Board. No further action needed by Fire Department at this time.

3. Cynthia Bateman -

Cynthia and Rose Provencher provided the Board with training on revenue sources, cherry sheets, tax rate recapitulation and certification of appropriations and sources of funding. Cynthia will provide 06 budget to all.

4. Goals for Budget process and for Board will be discussed next meeting.

5. Other Revenue Sources, Per pupil spending and equipment listing need to have further involvement from the Board. Sandy will research more on additional sources of revenue and per pupil spending.

6. Website "GeorgetownFinance.org" is up and running.

7. Confirmed Monday, 9/25/06 meeting with Finance, School Committee, CIP and Selectmen.

8. October, November and December will have meeting on the third Wednesday of the month.

9. Motion to adjourn was made by Ruth Stewart at 9:25 PM and seconded by Jon Ayres. Vote 7-0 all in favor.