

**Finance and Advisory Board Meeting  
Minutes of the Finance & Advisory Board  
Town of Georgetown  
February 6, 2008**

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

Members in Attendance – Sandy Gerraughty – Chair, Jon Ayres – Vice Chair, Robin O'Malley – secretary, ~~Mark Hall, Jim Lacey, Jack L'homme dieu~~, Tim Ruh, David Surface, Reggie Tardif

Guests: Patty Pitari, Paul Taraszuk, Colleen Ranshaw-Fiorello, Steven Przyjemski, Dave Lovering, John Caldwell,

Minutes taken by Robin O'Malley

Meeting called to Order at 7:03 PM by Sandy Gerraughty

Sandy gave a brief explanation for the audience. The Finance and Advisory Board are presently reviewing department budgets. Since we do not have definitive revenue numbers the board is not considering nor not considering an override at this time.

Budget Presentations:

- ◆ Zoning Board of Appeals: Patty and Paul handed out a printout of a PowerPoint presentation which includes the ZBA's primary functions and services, mandates, their budget and issues and challenges. The current office hours are 12 hours – 2 days at 6 hours each. They are asking for 15 hours – 3 days at 5 hours each. The extra hours are needed for organizing the office; filing and archiving. The ZBA has a revolving fund that is set at \$20,000. Average fees being spent out of this account are \$3,000. The current fees are \$200 which is in line with surrounding towns.
- ◆ Council on Aging: Does not have a revolving fund. Discussed needing more hours for the public relations position as well as an increase for this position. There are fees generated from some classes that are held. Asked Colleen Ranshaw-Fiorello to give us a breakout of fees collected. Talked about a potential donation fund for COA for capital expenditures. There may be a warrant article concerning expanding the Senior Citizen Tax incentive Program from \$5,000 to \$10,000. This money would come from the overlay.
- ◆ Conservation Commission: Has 2 revolving funds. The fees have not been reviewed, but the Commissioners are planning on reviewing them in the near future.
- ◆ Inspection Services: Want to increase administrative assistant from 24 up to 35 and increase the wages from \$17.05 up to \$20. Fees are \$7 per \$1,000 or \$40 minimum.

Information from Steve Delaney:

- ◆ Received a listing of Town Grants for fiscal years 04, 05, 06 and 07.
- ◆ Received a long term debt summary as of 12/19/07
- ◆ Update on snow and ice: as of 01/23/08 the deficit is \$134,000, FY07 total deficit was approximately \$78,000.
- ◆ Essex Aggie sending tuition is up \$36,000.
- ◆ Whittier has a slight decrease of about \$10,000
- ◆ Health insurance is up slightly, \$45,000

Mark Hall has had a temporary change in his job; he needs someone to be the appointee on the CIP. David Surface has agreed to be the temporary appointee on the CIP. Tim Ruh made a motion to appoint David Surface as temporary appointee to the Capital Improvement Planning Committee. Reg Tardif seconded. Vote 6-0 in favor.

Reg gave us a report on the electrical audit. There is still a window audit that needs to be completed. The board agrees that we will ask the Selectmen to put an article on the warrant concerning energy repairs.

Sandy asked everyone to start thinking about how to fund a Capital Fund.

Our next meeting will be Tuesday, 02/12/08, 7:00 pm in the basement. If anyone misses a meeting, Sandy will put all handouts in the Finance and Advisory Board's mailbox at town hall. Please pick up from there.

Motion to adjourn was made by Reg Tardif and seconded by Tim Ruh at 8:36 PM. Motion carried unanimously 5-0.

Follow up as of 2/6/08 meeting:

1. Mark Hall will email a CIP summary list to the board
2. Minutes to approve: 8/15/07 from Tim Ruh, 2/6/08
3. Steve will get us year to date 6 mo report and update on the financial portion of the Suffolk Study.
4. Mark and Jim are working on a tax comparison of services and tax rates with other towns. Jim has given Mark some information. Matt Vincent has some more info to share.
5. Robin and Jim will work with Water Dept
6. From COA: listing of fees generated.
7. Sandy will ask Steve:
  1. donation fund, can it be one for a general purpose or would COA need their own. Can we get this started?
  2. where are the fringe benefits being paid from for Conservation dept since some of the salary is being paid from revolving fund.
  3. to put an article on the warrant regarding energy conservation repairs.
  4. make sure all budgets do **not** include wage increases.
  5. the library transfer of \$13,200 between their FY08 salaries and expenses.
8. Sandy will do paperwork to get David Surface on CIP as a temporary member