

MINUTES

FINANCE COMMITTEE MEETING

APRIL 24, 2014 – 6 P.M.

CONFERENCE ROOM A

Present: Committee Chair Suzie Phillips; Councilors Shonn Moulton and Bruce Roullard

Also Present: Town Manager David Cole; Finance Director Sharon Laflamme

1. Approval of March 31, 2014 Committee meeting minutes.

A motion was MADE by Councilor Moulton, SECONDED by Councilor Roullard, and VOTED to accept the minutes of the March 31, 2014 Finance Committee as presented. Unanimous vote.

2. Review March 2014 financials.

The Committee reviewed and discussed Town expenditure and revenue reports for month ending March 2014.

The Finance Director reported that with 75% of the fiscal year completed, expenditures are at 74.1%, non property tax revenue is at 78.9% collected, and the percentage of property tax revenue collected is 51.0% as compared to 51.3% collected at this time last year. She also informed the Committee that that the auditors will be conducting their interim work in mid-May and plan to finish their work in August.

Councilor Roullard asked about the Health and Welfare budget and what items were expensed to that account. Staff reported that this account will be over budget due to increased requests for heating fuel and rent assistance. The Town Manager believes that once we have been out of the recession a while longer, we will see a decrease in expenses to this account. He also wants to see how the Windham GA Director handles expenses and whether there will be a resulting decrease in expenses. He reminded the Committee that changes at the State level has increased Welfare costs for local governments.

The Committee discussed the overtime hours for Public Works for the month of March. The Finance Director reported that wages for the last two weeks in February were processed and paid on March 7 payroll. There were also several ice or small snow events in March that required overtime.

The Committee reviewed the sand account for Public Works. The Town Manager explained the timing of sand purchases during the year and that Public Works Department budgets can fluctuate more than other departments due to the timing and number of weather events.

The Committee noted that Little Falls School account continues to show expenses.

Councilor Moulton asked the Town Manager to research whether a contractor is billed for Rescue services when dig safe is not called and a pipe is broken. The Town Manager believed that there is no charge.

The Committee reviewed a current Non Spendable Funds, Restricted Funds, Committed Funds, and Assigned Funds Report prepared by staff. There was a general discussion of the DEA forfeiture account and the appropriation of some of those funds towards police cruisers. The Town Manager explained the purpose of several accounts, including the Little Falls improvements and Little Falls sidewalk grants, Route 24/114 sidewalks, and School building improvements.

The Committee requested that the Town Manager review the following Reserve Accounts and determine what accounts could be appropriated for other purposes:

- Police Tactical Vests
- Radio Programming
- Excavator
- Fuel Management Software
- Little Falls Rec Master Plan
- Radio Programming
- Narragansett School Parking lot
- White Rock School Demolition
- Bike Patrol
- Recycling Bins

The Committee requested that this item be discussed at the next Committee meeting.

3. Review March 2014 Recreation financials.

The Committee asked for an explanation about the negative balances showing in revenues for skiing trips, Babe Ruth, and Cal Ripkin accounts. The Committee also questioned whether the Recreation Department retains a portion of the softball fees for field maintenance. It was agreed that the Recreation Director will report on these items at the next Committee meeting.

4. Review and discuss tax acquired properties.

The Committee reviewed and discussed a real estate foreclosed property listing as of April 17, 2014.

The Town Manager explained the lien process and the procedures the Town follows to work with the property owners to pay their overdue tax balances.

The Committee asked staff to research whether the Town can legally require property owners who are on the older payment plan to switch to the Town's current payment plan, which has different requirements.

After discussion, a Motion was MADE by Councilor Moulton, SECONDED by Councilor Roullard, and VOTED for staff to send a letter to the following property tax owners requesting that they either pay their outstanding tax balance within 30 days or enter into a payment plan with the Town or the Committee will recommend to the Council to sell the land:

Acct. #	Total as of 4/17/14
5321	\$ 4,051.84
2625	\$ 6,173.70
4982	\$17,251.48
1824	\$10,331.73
6364	\$ 2,734.17
7017	\$ 4,596.11
7057	\$ 2,792.23
7058	\$ 2,565.57
408	\$ 1,320.30
7191	\$ 598.18
7193	\$ 684.53
7166	\$ 598.18
7167	\$ 592.79
7168	\$ 592.79
7169	\$ 592.79
7170	\$ 598.18
7171	\$ 592.79
7172	\$ 592.79
7173	\$ 598.18
7174	\$ 625.16
7175	\$ 582.00
7176	\$ 592.79
6606	\$ 854.73
6610	\$ 1,351.27
6720	\$ 2,932.54
4220	\$ 7,199.07
7146	\$ 2,793.10

(Councilor Roullard departed at 7:05 p.m.) The Committee discussed the process for addressing foreclosed mobile homes. The Town Manager indicated that he would talk to the Assessor and report back to the Committee.

5. Schedule next meeting.

The next meeting of the Committee was scheduled for Thursday, May 29, at 6 p.m. in Conference Room A.

6. Adjournment.

A motion was MADE by Councilor Moulton, SECONDED by Councilor Phillips and VOTED to adjourn at 7:20 p.m. Unanimous vote.

Respectfully submitted,

Jeri Sheldon, Ass't to the TM/HR Director