



TOWN OF HADLEY  
SELECT BOARD  
October 30, 2013  
Meeting Minutes

Meeting of TriBoard: (Select Board, School Committee and Finance Committee):  
Meeting convened at 6:00 p.m., Room 203, Town Hall.

Present: Chair Dan Dudkiewicz, Joyce Chunglo, John Waskiewicz, and Brian West, Guilford Mooring  
Molly Keegan, Robie Grant (School Committee)  
Howard Koski, Linda Sanderson, Frank Aquadro (Finance Committee)

Also in Attendance: David Nixon (Town Administrator), Peg Jekanowski (Administrative Assistant), Richard Trueswell (TV-5);

**Business: #1. Proposed consultant – scope of work:**

The Board reviewed the proposed consultant's scope of services as discussed at the subcommittee's meeting. (Ms. Keegan, Mr. Koski, Mr. Mooring and Mr. Nixon.)

Ms. Keegan reviewed the following recap from her notes of the subcommittee meeting

**Proposed Scope of Services**

1. Evaluate the Town of Hadley's current management reporting practices.
  2. Examine the current revenue projections to verify validity with current and past revenue information.
  3. Identify and communicate areas for improvement to the Tri-Board
  4. Recommend to the Tri-Board enhancements to existing budgeting, forecasting and financial management tools. These should include, but not be limited to,
    - Financial forecast
    - Departmental Trend Analysis/Indicator analysis
    - Other key indicators (state aid, population trends, etc.)
    - Capital Plan and related funding
    - Budget and related monitoring
1. Work with appropriate Town personnel to develop and produce the agreed-upon reports utilizing existing systems

Regarding point #4, Ms. Keegan emphasized that this is in terms of reporting, and the bullets are based on her personal research based on other reports she has reviewed.

Ms. Chunglo stated that while she agreed with the first two points the rest was an expanded scope and would cost more money. Ms. Keegan stated that it should be put out in the scope of service, and depending on the expense the scope could be trimmed back. Mr. Mooring stated that the subcommittee had agreed to points 1-3 but not the rest of this proposed scope of service. Ms. Keegan stated that she is not suggesting the consultant produce the actual end product in terms of content, but should come up with the actual reporting tool/packet.

Mr. Koski then read his notes on the Scope of Services which are as follows:



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SCOPE OF SERVICES

Financial Consultant

*Review*

The purpose of this contract is to develop a financial management reporting system for the Town of Hadley. The consultant shall review existing financial data, evaluate existing reporting system, present recommendations to the Tri-Board to develop a town financial management system to allow the Boards to analyze the financial condition of the town. Specifically to develop a town budget reporting and 5 year budget forecasting system to be used by the Boards to evaluate the financial performance of existing departments and to forecast future financial requirements of each town departmental budget. The consultant shall suggest specific financial reports to review and analyze financial trends for each departmental budget.

1. Review existing financial data and the collection process
2. Review existing financial reports and verify financial data
3. Evaluate the existing reporting system and recommend specific financial reports utilizing the existing VADAR software system and the uniform town reporting system.
4. Suggest specific reports to indicate general financial trends and specific financial trends in departmental budgets, capital budgets, benefits, insurance and other budgetary items including departmental funds and town funds.
5. Suggest specific methods of updating financial management reports on a regular basis and monitoring the financial condition of each entity.
6. Present recommendations to the Select Board, School Committee and the Finance Committee (The "Tri-Board").
7. Implement the specific financial management reporting system chosen by the Tri-Board.

Mr. Koski stated due to the size of the budget and potential financial impact on the Town, he would like a true financial person to help guide the committee. Ms. Keegan cited several different reports that represent a financial swing that the Boards need to understand before making decisions with financial impact for the Town. Mr. Aquadro stated that the need for the consultant is to validate numbers or show differences, ultimately to feel comfortable with the numbers.

Discussion ensued regarding whether the scope of services presented went beyond what the subcommittee had discussed. Mr. Nixon stated that scope of service depends on where we want the end result to be and listed what he heard as three possible results: validation of numbers, an accounting tool that allows importing and exporting of numbers as reports, someone that will be able to help position the Town for maximum effectiveness in financial planning. Mr. West stated that his observation of what the Triboard needs is to validate today's numbers so that everyone is in agreement that the numbers are true, as well as validate numbers from the past. The next step is to take the numbers (that everyone would now be in agreement on) and come up with projections for a five year plan. He further stated that if a consultant can't verify the current numbers, they should be able to offer suggestions for better performance moving forward.

It was decided to have the subcommittee meet one more time prior to the November 6<sup>th</sup> Select Board meeting to decide the technical language for the Invitation for Bids. Points 1-3 were agreed to and the results section would include language regarding suggestions for improvements. The subcommittee will meet 7:00 AM on November 4, 2013.

## **2. Annual Town Meeting Countdown:**

Nov 6: Budget season begins with capital budgets. Capital budget forms sent to all departments. Departments are to meet with Town Administrator in advance of deadline. Deadline = December 4.

Dec. 4: Capital budgets due. All capital requests sent to Capital Planning Committee. Deadline for Capital Planning Committee to complete its work = March 5.



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Budget season begins. Select Board meets with Finance Committee and School Committee to establish budget guidelines and instructions to departments. Budgets request forms are sent to all departments. Deadline = December 31, 2013.

Dec. 31: Deadline for all budgets.

Jan. 8: Selectmen open the warrant. Deadline = February 19.

Feb. 3: Annual report notices sent to all officers and departments. Deadline = February 19.

Feb. 19: Deadline for all annual reports.  
Deadline for warrant articles. Selectmen close warrant.

Mar. 5: Capital Planning Committee completes capital budget report.

April 2: Warrant is complete and is sent for legal review. Motions prepared and sent to Town Counsel for review.

April 8: Annual elections

April 16: Legal review is complete. All articles and motions are in final form.  
Finance Committee recommendations are complete. Selectmen sign and set warrant.

April 24: Last day to post the warrant.

May 1: Annual Town Meeting.

Discussion about the budget process continued and the Boards were in agreement to review revenue projections and see where we are; also ask department heads why their level service budget might have increased, as well as ask what departments will need in the future that may either save money or cost the town money.

**3. Athletic Fields at Hopkins Academy:** *(Passed Over)*

Additional Triboard meetings will be scheduled at the next Select Board meeting on November 6, 2013.

**7:15 PM - Motion to adjourn: West      Second: Waskiewicz      Vote: 5-0-0**

Meeting adjourned at 7:15 pm.

Respectfully submitted,

Margaret J. Jekanowski  
Administrative Assistant