

FINCOM
Meeting Minutes – June 1, 2016

Members Present: Don, Steve, Laura, Heidi, Bruce, John, Dick, Charles

Not Present: None!

Others: Lorraine

Location: Faculty Lounge, The Bromfield School

Don called the meeting to order at 7:05PM.

Minutes: The Minutes of the May 4 meeting were unanimously approved as submitted.

Public Commentary: None.

Election of Officers: Don, as Vice-Chairman, filled the vacant position of Committee Chairman when Alice was elected to a Board of Selectmen position. Don nominated John Seeley to serve as Vice-Chairman. The motion was seconded and approved unanimously. We welcomed our new Associate Member, Charles Oliver, to his first meeting. In keeping with our tradition, we unanimously appointed Charles the new Clerk for the Committee.

Liaison Appointments: The 2016 new committee liaison appointments agreed to by members are:

Laura: Police, Fire, Cable, Library

Steve: School, CPC, Monty Tech

Bruce: COA, OPEB, Planning, Hildreth House Construction

John: Historical, Pond, Cemetery, Park & Rec.

Heidi: DPW, Health, Tree Warden

Don: Town Clerk, Board of Selectmen, Moderator, Personnel

Dick: Conservation, Ambulance

Charles: Charter Commission, Agriculture, Energy

Heidi does not have the time to continue to be CPIC liaison. We will need to appoint a replacement liaison to CPIC at a future meeting.

FY16 Budget Process Review: The consensus of the Committee was the process followed this year was much better than prior years. The timetable was accelerated so we received all budgets earlier and the Selectmens' early review and documented questions and answers were significant improvements.

We want to invite DPW and Park & Rec to attend one of our September or October meetings to provide an update of: (1) status of DPW's implementation of the recommendations in their department audit; and (2) Park & Rec's implementation of improved aeration and fertilizing of town fields.

Finance Director Report: Lorraine reported that the town computer system and internet access are not accessible as they are in the process of moving back into Town Hall. As a result, she does not have current spending versus budget updates. She did inform us of the likely Reserve Fund Transfer

Requests we will review at our June 29 meeting. These include a buyout of Lorraine's unused time off, and budget overspending for Technology, Legal, Planning Board, Communications, Snow and Ice, Water, and Veterans Services.

Town Administrator Report: None.

Hildreth House Construction Update: Two construction bids were received last week, both over the approved budget. The lower bid was \$188, 233 over budget and the firm included four options to reduce the amount of overspending which could reduce the overage to between \$70,000 and \$146,433. CPIC has a meeting scheduled with the HH Construction Committee Monday morning June 6 to review the bids and develop a recommendation on how best to proceed. We will coordinate a meeting with CPIC June 8 to make sure we understand the options and develop our Committees' recommendation for the Special Town Meeting called for Tuesday, June 14.

CPIC and FinCom Relationship: Given the conflict that surfaced at ATM when the article to move Free Cash to the Capital Stabilization Fund was voted down, several members of our Committee wanted to discuss how this happened and how to reduce the chance of future incidents. Laura wanted us to consider supporting a proposal to make CPIC a sub-committee of FinCom. Heidi, as our liaison to CPIC, let us know how much time is required to do CPIC's thorough review and vetting of projects and was concerned this could complicate FinCom's work if they had to report through our Committee. Bruce noted that FinCom's primary role is to objectively review annual budgets—not have a 20 year view of capital projects.

Two potentially beneficial suggestions emerged for consideration. One, expand the number of members-at-large on CPIC to broaden the perspective and range of capital projects CPIC considers. Second, invite CPIC to share their "work in process" with FinCom earlier, possibly in mid-October, after they have their full list of potential projects.

Liaison Reports: Steve distributed the School FY16 Budget to Actual report through April which shows good news of a \$47,423 surplus. He also informed us they decided to outsource custodial services as they believe this would improve the quality of cleaning work. This will likely increase their future budget requirements, but will likely save the Town money given the offsetting reductions in health insurance and OPEB from fewer employees.

Next Meeting: Our next meeting will be Wednesday, June 8 at 7PM, in the new Town Hall Meeting Room if we can confirm CPIC availability. We want to understand the construction bid options to develop our recommendation for STM. June 29 will be our next scheduled meeting to review Reserve Fund Transfer Requests and any other year end budget issues.

The meeting was adjourned at 8:35 PM.

Respectfully submitted,
John W. Seeley, Secretary