

Minutes of Finance Committee-Draft

DATE: January 14, 2009

LOCATION: Sanford Hall, Medway Town Hall
Medway, MA 02053

PRESENT: Frank Faist, Eric Arbeene (arrived late), Jeff Devolder, Phil Giangarra, Jan Fish, Mark Brown, Larry Ellsworth, Phyllis Cerel, Paul Marble

ABSENT:

GUESTS: Suzanne Kennedy, Melanie Phillips, Carol Pratt, Barbara Saint Andre

PURPOSE: Regular Monthly Meeting

Frank Faist called the Finance Committee (Fin Com) meeting to order at 7:07pm.

Chairman Frank Faist introduced Shirley Bliss as the new Secretary for the Finance Committee. Shirley will take over for Wendy Harrington after tonight's meeting.

TOWN CHARTER PRESENTATION-Barbara Saint Andre

ASSESSORS/BOARD OF SELECTMEN PRESENTATION ON ALLOCATION CHANGES-Town Administrator, Suzanne Kennedy and Town Accountant, Carol Pratt

REVIEW OF PROPOSED TOWN MEETING CALENDAR

Administrator Kennedy explained the reason for holding a Special Town Meeting on February 24, 2008 is to transfer funds from salary reserve to specific line items to fund the municipal contract that was ratified recently. It is possible that other warrant articles may be presented as well.

Jan asked that warrant articles be sent out to Fincom members ahead of time so that they can more carefully be reviewed before the public hearing on 3/11/09.

CIPC ETR REQUEST-Jim Palladino CIPC Chairman

Chairman Palladino has come before the Finance Committee to request an Emergency Transfer in the amount of \$1,120.00 to pay for the CIPC's administrative support hourly wages that have exceeded the budgeted amount for this budget cycle. This overage was due to a more compressed meeting schedule which was not anticipated. The CIPC have revise their budget for the upcoming year and this \$1,120.00 will carry CIPC through June 30, 2009. The funds requested will be transferred from the FinCom reserve account which has a current balance of \$92,315.00.

Motion by Larry to approve the emergency transfer request of \$1,120.00 from FinCom reserve to CIPC salary; Seconded by Jeff; no discussion; all in favor.

FINANCE COMMITTEE VOLUNTEER TO RFP FOR COMMUNITY FARM

Susy Affleck-Childs, Planning Board Assistant has requested a member of FinCom serve on a panel to help review the bids that come in from the RFP for the Medway Community Farm. Phyllis Cerel volunteered to be the volunteer from FinCom.

FINANCE COMMITTEE BUDGET SCHEDULE REVIEW

Frank reviewed the current budget schedule with FinCom member. A revised schedule will be

FinCom Budget Status

Phil advised that the discrepancy of \$170.61 discussed last month has been resolved, but after receiving documentation from the Town Accountant this month there is a disputed amount of \$128.07 posted under postage that is unaccounted for at this time. The Secretary advised the only amount added to postage was a FedEx charge for \$24.57. After some discussion it was determined that the remaining amount could be for a legal ad for the public hearing held before the Fall Town Meeting. Phil will discuss this discrepancy with the Town Accountant.

Item	Budgeted	Spent
Salaries	\$ 2,224.00	\$ 932.74
Expenses	\$ 4,550.00	\$ 395.18
Reserve	\$100,000.00	\$ 7,685.00

Meeting Minutes

Motion by Paul to approve the minutes from 12/10/08 as amended; seconded by Phil; no discussion; all in favor

Secretary Pay

Motion by Jan to approve secretary pay of 4.5 hours totaling \$56.34 from 12/13/08 to 1/9/09; Seconded by Phyllis; no discussion; all in favor

Outstanding items

Frank will contact the SC to schedule a meeting in February.

Liaison Reports

Eric-Nothing to report

Paul-Nothing to report

Mark-Nothing more to report from CIPC

Larry-Revenue Enhancement Committee meeting again on Tuesday

Frank-

Phil- Nothing relating to money to report. New development off West Street requiring a special permit almost approved.

Jan-Planning board is identifying changes to zoning laws and planning rules.

Jeff-School Committee budget presentation is posted on the School's website, items of particular interest appear in the back with comparative data that members may be interested in reading.

Phyllis-The library is not comfortable coming to FinCom for an ETR to pay for the heating system repairs. The library will fund the repairs with interest from the Trust.

Motion by Jan to adjourn at 8:40pm; seconded by Phyllis: no discussion; all in favor.

Respectfully submitted,
Wendy Harrington
Finance Committee Secretary