

## Minutes of Finance Committee-Draft

**DATE:** February 13, 2008

**LOCATION:** Sanford Hall  
Village Street  
Medway, MA 02053

**PRESENT:** Frank Faist, Joy Smith Dahl, Phil Giangarra, Phyllis Cerel, Ned Myers, Robert Kenney, Paul Marble, Jan Fish, Mark Brown, Larry Ellsworth

**ABSENT:** Eric Arbeene

**GUESTS:** Barbara Durand, Dave D'Amico, Diane Borgatti

**PURPOSE:** Regularly scheduled monthly Finance Committee meeting

**Robert Kenney called the Finance Committee (Fin Com) meeting to order at 7:03pm.**

Review of January 11, 2008 meeting minutes

**Robert called for a motion to accept 1/11/08 minutes as amended. Ned made a motion to approve the 1/11/08 minutes as amended, which were seconded by Larry and approved, all in favor.**

Review of January 22, 2008 meeting minutes

**Robert called for a motion to accept 1/22/08 minutes as amended. Ned made a motion to approve the 1/22/08 minutes as amended, which were seconded by Joy and approved, all in favor.**

Review of January 28, 2008 meeting minutes

**Robert called for a motion to accept 1/28/08 minutes as amended. Joy made a motion to approve the 1/28/08 minutes as amended, which were seconded by Larry and approved, all in favor.**

Emergency Transfer Request (ETR): Barbara Durand

- ETR for \$5623.09 to write off an old balance for police and fire details
  - This is an item/amount that has been on the audit letter for approximately 3 years.
  - The employees have been paid but there is no record of who owes this money.
  - Of the \$5623.09, \$4950.80 belongs to Fire, \$672.29 belongs to police.
  - This is not outstanding from this past year, most likely from before 2007.
- There were questions posed by Phil and Phyllis as to why this should be considered an "Emergency Transfer Request". They both believe this should be a Warrant article on either the Special Town Meeting or regular Town Meeting, as items similar to this have been in the past. Neither believed this is an unforeseen emergency.
- Barbara understands the reluctance to treat this as an ETR, but would prefer to get it transferred now rather than wait until Town Meeting, and being unsure if the funds will be available to pay it at

Town Meeting. Barbara requested that the committee table the request until she is able to find another location to take it from. She asked that the committee not reject it.

- The final understanding was that FinCom would work with Barbara to make sure we have the funds to pay this ETR by the end of the year.

**Motion by Joy to table the ETR of \$5623.09. Second by Phil. All in favor.**

Emergency Transfer Request (ETR): Dave D'Amico

ETR for \$5000.00 to purchase a used 4 x 2 pickup for DPS maintenance.

- Currently DPS has a 1997 Ford Ranger that is used for part runs and transportation of the mechanics if a town vehicle should break down and they need to go out and work on it.
- 115k miles and did not pass inspection due to frame issues. The vehicle is unsafe to drive.
- Approximately \$2500-\$3000 to fix and the Kelly Blue Book value is only \$1400
- Currently there is a Capital Request for the replacement of this vehicle.
- A request of \$5000 and some supplemental money from DPS budget can buy something similar that is used, with 50K miles, and a 2000 – 2004 model.
- Currently there is the ability to use the park department vehicles since they are not in use. Come April those vehicles are not available, so a replacement vehicle needs to be purchased before then.

Questions and comments asked/stated by FinCom members:

- It was advised that since this is a Capital Request already perhaps the CIP could make this their first project. Could the purchase be delayed a month or so until the CIP group is up and running? Give them the chance to weigh in on this.
- Which vehicle is this replacing in Capital Requests as it appears most of the vehicles are one ton trucks? Dave explained that the request is on the 5-year plan not the 1-year plan.
- It was asked if it was possible for the employees to use their own vehicles and get reimbursed for mileage and expenses. Dave said that their personal vehicles were small cars and would not be appropriate for the jobs they need to perform.
- Are there other pickups available in town that could be used? Dave said his other vehicles are all in use.
- DPS should spend the money requested on a somewhat quality vehicle so that we are not replacing it in a year or so.
- There was a suggestion that we start to lease vehicles. Although it would appear to be a cheaper option, Fin Com would have to allocate the entire lease amount at once. That isn't always possible.
- Dave believes that this is the cheapest option to get us out a few years to give CIP a chance to get into the swing of things.

**Phil motioned to allocate \$5000 for a used truck. Frank seconded. All in favor.**

Review of Secretary time sheets for weeks 11/24/07 though the week of 2/2/08.

**Motion by Ned to pay Wendy Harrington, secretary for 25.50 hours @ \$12.52 per hour, totaling \$319.26. Mark seconded. All in favor.**

Robert explained that last year it was helpful to set up a Saturday session when FinCom could meet with Department Heads to discuss their budget requests.

- BOS to give their approved budget to Fin Com on or around 3/10/08. Fin Com has until 4/11 to deliberate and finalize their budget.
- A Saturday meeting 3/15/08 from 8:30-2pm has been set. This proved to be very beneficial to the process last year. Wendy will contact Suzanne Kennedy, who will arrange a schedule for Department Heads.
- Frank requested a copy of the department budget requests before the approved BOS budget is presented. Wendy will contact Suzanne Kennedy to see if this is possible.
- The School budget has been received. Joy will work on scanning/pdf to all members in the next few days.

Fin Com Web-site: Joy and Wendy are continuing to work on getting this up and going. See attached memorandum that Joy prepared.

Member Assignments: Jan will now be helping Larry with Planning Board  
 Mark will be working with Joy on General Government  
 Paul will work with Phil on Public Safety  
 Phyllis will help Larry with Education

- Members will work together to analyze budgets and help interview departments
- Prepare a statement for the Town Meeting book
- Attend meetings and obtain as much information as possible
- Answer questions and bring issues back to Fin Com

Budget information needs to go to the publisher by 4/15/08, per Suzanne's timeline. Frank was wondering if it should be mailed earlier as the postage rate is going to increase.

Fin Com to review final information for book at the regular 4/9/08 meeting.

No New Business to report

**Motion to adjourn by Larry, second by Frank, approved by all present 8:35pm.**

Respectfully submitted,

Wendy Harrington  
 Finance Committee Secretary