

Minutes of Finance Committee-Final

DATE: June 11, 2008

LOCATION: Sanford Hall
Medway, MA 02053

PRESENT: Frank Faist, Eric Arbeene, Ned Myers, Jan Fish, Phyllis Cerel, Phil Giangarra, Joy Smith Dahl, Jan Fish

ABSENT: Mark Brown, Robert Kenney, Larry Ellsworth

GUESTS: Barbara Durand, Suzanne Kennedy

PURPOSE: Regular Monthly Meeting

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

FinCom Budget Review

YTD Totals

Salaries \$2,178.48, Expenses \$3,773.92, Reserve Fund \$27,017.73, Total \$32,970.13
\$32,970.13 total spent, \$88,803.87 reserve balance at end of year close.

Secretary Pay vote

Motion by Phil to approve secretary pay of 7.75 hours @ \$12.52 per hour for a total of \$97.03, pay through 6/11/08 an estimate to finish minutes for 6/11/08 meeting. Second by Paul, no discussion, all in favor, motion carries.

ETR to MIS/IT

ETR presented by Barbara Durand for \$5,915 to be transferred to MIS/IT Account No. 001-155-520-5300 for Dog License Software. In January the Town Clerk discovered a problem with the software. The software is old and was obtained through another municipality. Currently there is no support for that software. Software was needed immediately. The Town's consultant for IT designed and implemented the software the Clerk is using today. They did not submit the bill to Medway until much later in the year for payment.

At the time of discovery Barbara believed there would be enough money in the MIS/IT budget to pay for this item. Since then many needs have arisen with MIS/IT and there now is not enough money to cover this \$5,915 expense. Barbara was not aware of how many transfers there would be at the time of Town Meeting. She also feels that ETR's are specifically for unforeseen expenses, thus this ETR.

There is the ability to provide dog licensing capability with the new town software but the implementation of dog licensing will not be in the very near future. Thus the expense for this \$5,915 is warranted at this time. (Permitting, payroll, financial, licensing, dog, assessor and then utility billing will be the implementation order.)

Frank and Jan asked that in the future, if there are expenses like this in the works, they would appreciate knowing about them sooner rather than later.

Motion to approve ETR \$5,915 to MIS/IT from FinCom reserve by Phil, second by Paul, no discussion, all in favor, motion carries

Transfer Request from Municipal Property Ins and Tax

Suzanne presented a request to transfer \$5,000 from Municipal Property Insurance and \$5,000 from Tax Title to Dept 192 Account 520-5241 Town Buildings/RM BldgsGrounds

Over the past few months there have been groups scheduled to meet at the Senior Center, specifically the Design Review Committee. It has become increasingly more difficult for the staff of the senior center to monitor, deal with keys, opening and closing the building late at night and the like. It is being presented that a key card system (same as at town hall and connected to town hall) be installed to allow committee chairs to have a key card for entry.

There is budget money available for the senior center but Suzanne wants to make sure that the budgeted money is available for the completion of the project. This added expense shouldn't be taken out of that budget.

The reader on the key card system can track those entering the building through a modem. The quote is \$5,000 and includes the installation of the modem.

The additional \$5,000 request is to install security cameras at the town barn. There has been vandalism and theft from that area.

It was asked if there were quotes obtained to date, Suzanne explained there has not but purchases would be made before June 30, 2008. Suzanne was unsure if there is money in the budget for the maintenance and/or annual costs involved. **Motion to approve \$5,000 transfer and an additional \$5,000 transfer as noted, second by Phyllis, no discussion, all in favor, motion carries.**

Transfer Request from Municipal Property Insurance to Replacement Equipment

This transfer is to replace a base radio station at the highway barn. The unit completely died and the hand held radios (push to talk) are not going to be enough to operate the departments properly.

It was suggested and discussed by a few members that perhaps it was possible to piggyback on the police/fire system. Suzanne will present that to Dave D'Amico as a possible alternative. A summary of the questions that should be asked of Mr. D'Amico would be 1. Can you piggyback on the police/fire instead of a new system? 2. Do we have to replace all the receivers in the vehicles if you piggyback on the police/fire and 3? The cost of additional equipment needed to piggyback and install in the vehicles.

It was suggested that we wait to get more information. Barbara Durand explained that this would go to the BOS next and she could bring the answers to the questions to the BOS when presenting.

Motion to accept with the understanding that the questions and answers will be presented to the BOS by Phil, second by Paul, no discussion, all in favor, motion carries.

Transfer Request from Accounting-Prof & Tech Servs to MIS/IT-Prof Tech Servs

Barbara Durand presented a request to transfer \$5,000 from Dept 135 account 520-5300 to Dept 155 account 520-5300 to help to pay for the overage on the MIS/IT consultant's May bill.

Phil asked if there was an IT director would the IT director do all of the work. Barbara believes that there would be an additional person required to perform the low level IT set up and service work. Paul asked if there was a person who works for the town already that could perform some of these functions. Barbara explained that Dave D'Amico does a lot of the work, but it takes away from his other job duties. She doesn't feel there is anyone on staff now that could help out. **Motion by Jan to approve the transfer discussed, second by Phyllis, no discussion, all in favor, motion carries.**

Discussion on streamlining FinCom operations

Paul Marble would have liked to have had BOS present their grand scheme/big picture and then had the individual departments propose their budgets. Paul also feels that it would be helpful to have projections vs. expenditures presented. CD's and books certainly were helpful but the books and copies that needed to be inserted could have been better thought out with page numbers on them etc. A web-site with cheat sheet info and FAQ's or new members would be helpful.

Frank suggested that the process start earlier, which coincides with the charter. Frank would also like to see the Town put together a flow chart, FinCom put together a flow chart and then combine the two. The new FinCom should start early (suggested July) to make a timeline from the charter, review with BOS and Suzanne and see if that works/helps.

Suzanne would like to be able to give each department their guideline and present to FinCom too. Suzanne believes that we are behind the times with the process but thinks we can improve each year going forward.

Joy believes this year when some department budgets were presented then BOS, then other departments it was too choppy and hard to follow. A better flow would be beneficial to all. Joy suggested all new members attend the Association of Town Finance Committee meeting in November.

Jan would like to see links from our web-site to DOR and other links that would be helpful to members. Jan asked that information be presented and then allow for time to digest before making important decisions. Jan also would like to request that the School Committee show budget to actuals and this years proposals beside each other for FinCom to be able to review. Showing just one-year proposals with no previous years data is not helpful. (Suzanne believes that with the new software formatting will be town wide. Joy would like to see FinCom meet with the SC and Superintendent in the fall to discuss what would be helpful to FinCom and vice versa.

Joy would like to see more meetings with just FinCom to "chew over" all the budgets/data, then meet with the departments and discuss their budget.

Items to take under advisement/ways to improve:

More communication

More meetings, more time to deliberate

Joint meetings with BOS; work together

Work to make process more efficient

Start earlier in the season

Suzanne's office is going to arrange for a speaker from DOR to come out to meet with the new FinCom. Some older members think this would be very beneficial to the process.

All meetings must be posted, but not all need to be televised.

Motion to adjourn at 8:45pm by Jan, second by Phyllis; no discussion, all in favor, motion carries.

Respectfully submitted,

Wendy Harrington

Finance Committee Secretary ** approved 8/13/08 **