

## Minutes of Finance Committee-FINAL

**DATE:** August 13, 2008

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

**PRESENT:** Frank Faist, Eric Arbeene, Jan Fish, Phyllis Cerel, Phil Giangarra, Jan Fish, Mark Brown, Larry Ellsworth

**ABSENT:** Jeff Devolder

**GUESTS:** Suzanne Kennedy

**PURPOSE:** Regular Monthly Meeting

**Frank Faist called the Finance Committee (Fin Com) meeting to order at 7:05pm.**

### **Town Administrator Comments**

The TA commented on (and provided a copy for each member) a letter with Town Counsel's opinion of the roles of FinCom, as it stated in the charter.

Fall Town Meeting Calendar has been presented to FinCom and BOS is considering a budget Calendar that will be voted on in the near future and then provided to FinCom.

A Revenue Enhancement Committee is being formed. Using Franklin as a model, revenues generated by departments will be reviewed to determine what other town's fees are, compare Medway's and propose to FinCom and BOS to how Medway's fees should be set.

A Snow and Ice Committee will be comprised of possibly a citizen, one or two BOS, one or two FinCom and town staff to review the operations and how to become more efficient. This will begin after September 1, 2008.

Classification/compensation Plan study-This will be done and hopefully completed before January 1, 2009. Job descriptions and functions will be considered to determine accurate compensation and look to the future to see if reorganization is appropriate.

### **Chair, Vice Chair and Clerk Roles for Fincom**

Clerk-Larry Ellsworth was the clerk for last year and explained that his role was to track FinCom expenses against the budget. Larry would like to see the clerk this year participate in updating the web-site and running the camera angles during meetings.

Chair-It was determined throughout conversation that the Chair facilitates the meetings, keeps members informed and has equal power within the group. The Chair is a focal point for other boards/organizations in town but other members are free to talk to other boards. The opinion of FinCom is a group opinion, not an individual opinion.

Vice Chair-In the past the Vice Chair was learning the ropes to move into the Chair position the following year. The Vice Chair covers for the Chair when the Chair is unable to attend.

## **Nominations and Voting for Chair, Vice Chair and Clerk**

### **CHAIR-**

Motion by Phyllis to nominate Frank, seconded by Jan.

Motion by Eric to nominate Larry, seconded by Paul.

Votes- Frank 5 for, Larry 3 for, Frank will be the Chair

### **VICE CHAIR-**

Motion by Jan to nominate Paul, seconded by Phyllis

Motion by Phil to nominate Larry, seconded by Paul

Votes-Paul 2 for, Larry 5 for, Larry will be Vice Chair

### **CLERK-**

Motion by Paul to nominate Phil, seconded by Jan.

Votes-Phil 8 for, unanimous Phil will be Clerk

## **Member Assignments and Roles of Liaison's**

Speak to other boards/groups/departments, attend their meetings, make frequent contact with your assigned group and report information back to FinCom. Members assigned will be responsible for write-ups about each group in the Town Warrant for Spring Town Meeting.

The following was decided:

General Government-Mark Brown

Public Safety-Eric Arbeene, Phil Giangarra

Education-Jeff Devolder, Paul Marble, Frank Faist

Health and Human Services-Phyllis Cerel

Culture and Recreation-Phyllis Cerel

Revenue-Larry Ellsworth, Frank Faist

ATM Book-Phyllis and Frank-(Frank is in the process of outlining procedural steps in preparing)

Public Works-Paul Marble

Snow and Ice-Jan Fish, Phil Giangarra

Revenue Enhancement-Paul Marble, Larry Ellsworth, Frank Faist

Planning Board-Phil Giangarra, Jan Fish

Board of Selectmen-Larry Ellsworth, Frank Faist, Jan Fish

Community Preservation-Larry Ellsworth, Eric Arbeene, Phyllis Cerel

Capital Improvement Plan-Mark Brown, Paul Marble

## **FinCom Budget review**

Budget closing June 30, 2008 totals included: 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.

## **June 11, 2008 Minutes**

**Motion by Phil to approve minutes as written, seconded by Paul, no discussion, all in favor.**

**Motion passes.**

## **Action items held over from FY2008**

DOR Rep-Members would like a DOR Rep to come and give some information on budget, cherry sheet and the like. Town Administrator will arrange.

Barbara Durand-Members would like Barbara to keep them up-to-date on the budget process and explain the process to them. It was determined that Barbara should come before the group later in the process.

Melanie Phillips-The group would like Melanie to discuss Debt Service, SR Ctr bond, and sewer project money. Town Administrator will arrange.

School Committee-The group would like to meet with the School Committee to talk about their budget. The group will put together a list of questions at the next meeting to prepare for this meeting.

### **Secretary Pay vote**

The secretary explained that the summer months usually don't have hours to be billed but the FinCom Appointment Committee falls under FinCom and the FinCom secretary is also that secretary. Frank wanted to go on record that he was not aware that these hours would fall under the FinCom budget and he doesn't believe it was included in the FinCom budget. Larry explained that we were under budget and that we did plan ahead for FY 2009.

**Motion by Larry to approve secretary pay of 18.00 hours @ \$12.52 per hour for a total of \$225.36, pay 7/1/08 through 8/8/08. Seconded by Jan, no discussion, all in favor, motion carries.**

### **Voucher approval**

The secretary submitted a voucher to pay for the advertisement of FinCom member available positions (\$170.61), as well as, membership to Association of Town Finance Committee (\$200.00).

**Motion by Larry to approve voucher pay for \$370.61, seconded by Jan, no discussion, all in favor, motion carries.**

### **Association of Town Finance Committee**

Jan, Larry, Phyllis and Eric all posed and interest in attending this annual meeting in November. Membership dues will be sent to the Town Accountant to pay and members should receive information on this meeting soon. A copy of the letter received on this was given to all FinCom members.

### **Additional Comments**

Members agreed that there should be additional meetings built into the schedule for January, February and March. We will do our best to plan ahead with possibly more than one session per week and more discussion sessions. Once the BOS finalize the budget calendar the TA will get a copy out to FinCom, in order to plan ahead.

Larry would like to publicly recognize Robert Kenney, Joy Smith Dahl and Ned Myers for a job well done.

**Motion to adjourn at 8:50pm by Larry, seconded by Paul; no discussion, all in favor, motion carries.**

Respectfully submitted,  
Wendy Harrington  
Finance Committee Secretary \*voted on 9/10/08