

## 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**

Town Counsel, Barbara Saint Andre was present to discuss the Finance Committee's role as it pertains to the New Charter of the Town. Town Counsel explained that the Charter takes precedence over all laws and is essentially "the Constitution" of Medway.

The Board of Selectmen and Town Administrator's office set the policy, which ultimately ends up being presented to the Town at Town Meeting. The Finance Committee advises Town Meeting and acts on behalf of the Town.

Town Counsel explained that in years past the Finance Committee was established to keep an eye on the town and its finances because Town Meeting is only held once or twice a year. The Finance Committee has the first right to make adjustments/amendments to the budget. Attorney Saint Andre also explained that Town Meeting is a blend of legal requirements, town by-laws and town traditions.

Chairman Faist voiced his concern regarding the mechanics of producing the report that is mailed to the tax payers.

Town Counsel reiterated that it is the Selectmen's budget that is to be presented and the issue remains as to how the FinCom will present their opinion in the booklet and on Town Meeting floor. A discussion took place regarding which group would make the motions, the Selectmen or the Finance Committee. Attorney Saint Andre thinks that having the Selectmen present the budget and making the motions is the cleanest, clearest and least confusing way to present to the Town. The town meeting booklet is a matter of tradition which will need to be discussed and agreed on by the Selectmen and the Finance Committee. Chairman Faist asked that this be addressed in the near future as time is short and he would rather have a decision on this now instead of at the last minute.

Bob Pirella, Government Study Committee, which helped to write the Charter, was present and offered that change brings confusion and mentioned that Article 2-6.2 explains the Finance

Committee's role explicitly. Mr. Pirella explained that it was their intention for the Selectmen to set the policy and it is up to every other board to stick to the policy.

A brief discussion took place regarding planning articles and members agreed that planning articles with no financial impact on the town need to be reviewed. Town Counsel also advised that articles being presented at other public hearings do not need to be heard by the Finance Committee at a second hearing. Phil cautioned the committee that not all financial impacts are obvious.

**BOARD OF ASSESSORS/BOARD OF SELECTMEN DISCUSSION ON 15 Dec 2008 changes to FY09 REVENUE AND APPROPRIATIONS-Town Administrator, Suzanne Kennedy and Town Accountant, Carol Pratt**

Administrator Kennedy and Town Accountant, Carol Pratt presented an illustration that would help to explain the actions of the assessor's and Board of Selectmen from the 12/15/08 Selectmen's meeting. The numbers in the hand out did not reflect actual figures; the numbers presented were used only as an exercise to explain the process of determining a tax rate.

**REVIEW OF PROPOSED TOWN MEETING CALENDAR**

Administrator Kennedy explained the reason for holding a Special Town Meeting on February 24, 2009 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 2/11/09.

**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 revised 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 PANEL 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 members. A revised schedule will be sent to Administrator Kennedy so that her office can arrange for all departments to be notified of their respective meeting times.

Diane Borgatti, School Committee Chairman has asked for a joint meeting so that the School Committee can discuss their budget with the FinCom. This meeting is set for 1/22/09 7pm in the School Committee room. Frank requested that questions be submitted to him in advance of the meeting, so that he can forward them to the School Committee.

The committee mentioned that they have not received a revised Budget Policy Statement to date.

### **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. 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**

All outstanding items have been addressed.

### **Liaison Reports**

**Eric**-Nothing to report

**Paul**-Nothing to report

**Mark**-Nothing more to report from CIPC

**Larry**-The Revenue Enhancement Committee meeting again on Tuesday

**Frank**-

**Phil**- Nothing relating to money to report. There is a new development off West Street requiring a special permit almost approved.

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

**Jeff**-The 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