

FINANCE COMMITTEE
Minutes

Date: July 11, 2006

Time: 6:30p.m.

Present: Turbitt, O'Connor, Hachey, Hebert, Floser, Tripaldi

Absent: Raymond

Meeting called to order at 6:30p.m.

Correspondences were opened by the Committee

Motioned by O'Connor, seconded by Turbitt to accept the minutes of June 26, 2006 as written. Unanimous.

Interdepartmental Transfers

Turbitt: The Manager was asked at one of our meetings if there were going to be any more transfers and he stated that if there were any more, he would take care of them with next year's budget.

O'Connor: We, according to the law, need to see what the Board of Selectmen decide before we make our votes. The law states the order.

Hachey: We can discuss this and vote on them after the Board of Selectmen decide. Are we supposed to speak at the Board of Selectmen's meeting about the non-compliance of reporting?

O'Connor: The financial reporting of an Enterprise Fund is different than that of general accounting practices. After the last meeting, I said that I would get up at the Board of Selectmen's meeting to discuss this reporting. We have been asking for an accounting of the Enterprise Fund without any luck. After going through some of my paperwork at home, I found something interesting. I had gone to an afternoon meeting with Roger, the Manager and Earth Tech to discuss the projects. In the packet of information were two pages of information that actually give us a rough accounting of what we have been asking for. I do not understand why we could not get this information when we asked for it. This information was in the packet, but it was never mentioned at the meeting. I don't understand why no one on the Commission ever mentioned these sheets when we asked for the information. We are given a specific responsibility in our handbook. We are responsible for insuring that the rates from the Enterprise Fund are fair. I would like to see year-end financial statements. Mary Ann said that the year-end financial reports will be accurate. I would like to compare this to their budget forecast. The law states that they have to have a fixed asset account. The by-law states that an Enterprise Fund is supposed to hand their budget in 120 days before the Town Meeting, which means that we should have their budget by the beginning of January. I would like to review a preliminary budget with them in December. They are responsible for a 20 plus million

dollar project. It is in our best interest to speak to them quarterly. I would like to ask the Town Manager to support our scheduled time frame as presented in the letter.

Hachey: Would you like to use this in place of speaking at the Board of Selectmen meeting?

O'Connor: In reference to the Enterprise Fund, I would like to see a response to my letter.

Motioned by O'Connor, seconded by Tripaldi to send a letter to the Town Manager asking him to respond to the scheduled time frame on getting information concerning the Enterprise Fund.

O'Connor: I would just like to see how close to the actual sewer rate they are compared to their estimated figure.

Vote on motion: Turbitt opposed, rest for.

General Reporting

Hachey: I thought we were going to ask the Selectmen to follow the by-law about reporting procedures.

Turbitt: I checked last year's Town Warrant about the reporting. The by-law states what reports we are supposed to get and when. I will just approach them with what was enacted at the May 2005 Annual Town Meeting.

Mary Ann Harris was in at 7:00p.m.

Mary Ann Harris: I have two other interdepartmental transfers. They were just handed to me today. I had sent out a memorandum concerning when I would need the information and evidently, not everyone read it. I have one for the Tree Warden for \$884.00 and one for the Emergency Management for \$69.00. The Tree Warden's request is due to a large tree coming down during a storm. I have been unable to reach the Emergency Management to have him come in to explain his.

O'Connor: What happens if either the Selectmen or the Finance Committee do not approve these?

Mary Ann Harris: We would have to go to Town Meeting for a prior year unpaid bill.

Floser: I have a question on the Town Counsel transfer.

Mary Ann Harris: It is all labor. There have been many union grievances. We were hit hard by labor negotiations.

Floser: Do we not know that these are coming? Who is in charge of this account?

Mary Ann Harris: I didn't have any idea that this was coming in. I thought we were all set when we received the Reserve Fund Transfer.

O'Connor: I believe that the question was asked to the Town Manager at our last meeting. He indicated that he would not need any more money for legal services.

Floser: I think the townspeople need to know what is going on. They should have the chance to vote on this.

Hachey: It will be discussed at the Board of Selectmen's meeting tonight.

Floser: What happened to the \$12,000 bill for the contractor?

Mary Ann Harris: We paid it. We are waiting to see what happens in the appeal.

O'Connor: If the Board of Selectmen are not concerned enough with the Town Manager, because of the interdepartmental transfers, then I am not going to fight it.

Mary Ann Harris: I haven't completed the rollover of the 2007 budget. Once it is completed, I will send you a copy.

Turbitt: In 2007, will we still be seeing all of the encumbered accounts?

Mary Ann Harris: No, I took them out. You will get a general fund, and article fund and the Enterprise Fund.

Hachey: These transfers need to be in by the 15th of July?

Mary Ann Harris: Yes, they do.

Turbitt: I feel that when someone doesn't follow procedure on transfers, they should be in to discuss them with us.

Mary Ann Harris left at 7:20p.m.

Turbitt: I think that Gary and Paul should have to sign off on the letter to the Town Manager.

Hachey: They all work for the Town Manager.

Hachey: We also need to remember to choose our words at the Selectmen's meeting.

O'Connor: Am I to understand that the Board of Selectmen will be looking at a Special Town Meeting in September, before the election? If so, we should be in their meeting to listen to what is going on. Also, we should be prepared to spend our summer discussing what will be on the Warrant.

The Finance Committee put their meeting on hold to attend the meeting of the Board of Selectmen.

The Finance Committee reconvened to vote on the Interdepartmental Transfers.

Motioned by O'Connor, seconded by Hebert to transfer \$69.00 from 01-291-5710-0000 to 01-291-5780-0000 for the Emergency Management Budget. Turbitt and Floser opposed, rest for.

Motioned by O'Connor, seconded by Hebert to transfer \$884.00 from 01-294-5113-0000 to 01-294-5780-0000 for the Tree Warden Budget. Turbitt and Floser opposed, rest for.

Motioned by O'Connor, seconded by Tripaldi to transfer \$2714.40 from 01-915-5171-0000 to 01-151-5200-0000 for the Town Counsel Budget. Turbitt and Floser opposed, rest for.

Floser: I would like to know why the Finance Committee was taken off the Board of Selectmen's Agenda. I request that a letter be sent to E. Bernard Plante, Chairman of the Board of Selectmen, requesting why we were taken off the Agenda.

O'Connor: I suggest that Roger send the letter.

Turbitt: Why don't we wait to ask Roger to see if he knows why we were taken off?

The Town Manager had stated that Roger asked that the Finance Committee come off the Agenda and that the Town Manager didn't want it on the Agenda.

O'Connor questioned the time deadlines for the warrant for the Special Town Meeting.

Paul Guida will have to check the Charter on Special Town Meetings.

O'Connor: If there is a meeting in the first week of August, I would like to have Asa Waters come in so that they can put in an article on the Warrant. We need to have Katherine Elliott in to put in the article to create an Enterprise Fund.

Floser: I would like to discuss raising the sewer betterments to \$10,000. This should be on the warrant at the next meeting.

The next meeting will be on July 31, 2006 at 7:00p.m.

Motioned by Floser, seconded by Turbitt to adjourn at 9:10p.m. Unanimous.