

Finance Committee Meeting Minutes
January 27, 2004
Town Building
APPROVED

The meeting was called to order at 7:05 PM. In attendance were Jason Robart, Tom Ryan, Patti Heron, Janet Wheeler, Pam Glauner, and David Walrath. The following individuals were present and representing the Recreation Commission: Mike Busch (Chairperson), Corinne Green, Josh Schiering (Associate), and Mark Pieper.

Minutes

Review of 1/13/04 meeting minutes- Tom moves that the 1/13/04 minutes be approved as amended, David seconds the motion. The motion passes unanimously.

Correspondence

Memo from Minuteman Regional that candidates are being screened for the Superintendent's position resulting from the retirement of Ron Fitzgerald.

Reserve Fund Transfer Request – Recreation Department

A Reserve Fund Transfer request from the Recreation Department had been approved at the January 13, 2004 meeting in the amount of \$1,940 to cover a step increase for the Recreation Director which had not been included in the FY04 budget. The approval was contingent on a determination from Bill Wrigley that Revolving Account funds could be used for a salary item. After being contacted by Janet Wheeler, Bill informed her that the Recreation Dept. Revolving Account could be used for a salary item and that it would be up to the Recreation Commission.

Mike Busch and others from the Recreation Commission came before the FinCom to discuss their reasons for advocating having the step increase come from the Reserve Fund versus the Revolving Account. Mike discussed the difference between the revolving fund and monies that are appropriated to the recreation department budget. He noted that five years ago more funds were in the appropriated budget. During the current recreation director's tenure, the user-funded Revolving Account has grown. These funds are used for the programs for which fees are charged and the Recreation Director's salary is appropriated from the overall voted Town budget. He noted it has been several years since the Recreation Dept. has come to Town Meeting for any extra money. Events have been funded through the Revolving Account. Last year, the department gave back funds from an account that was not going to be used.

The members present from the Recreation Commission were in agreement that the Recreation Director's position is an appropriated position and should be funded from the appropriated Town budget. The Revolving Account is for fee-generated programs. At the time of the FY04 budget process, the Recreation Director was unaware that she was entitled to a step increase. The oversight was not caught until December. They also noted they did not have a current balance for the Revolving Account as there are outstanding bills that will be deducted over the next few weeks. (The Recreation Director was ill and unable to attend the meeting.)

Tom Ryan and Patti Heron noted that January is not the time of year that the Reserve Fund is running short. However, there is no way of knowing what might be coming up since it is for unanticipated expenses. They commented that if there were funds available in the Revolving Account then the Rec. Commission should consider using those funds. They were concerned that the current balance was unknown for the Revolving Account

- Dave moved that the vote on the Reserve Fund transfer be reconsidered. Jason seconded. The motion passed unanimously.

There was considerable discussion relative to delaying the transfer until the balance of the Reserve Fund is known later in the FY, Reserve Fund transfers of salaries due to overruns, and other issues pertaining to the mechanics of Revolving vs. Reserve Accounts. No one disputed that the Recreation Director was owed the step increase.

- Dave moved that the Reserve Fund transfer of \$1,949 be made for the Recreation Director's step increase, without the prior contingency. Jason seconded. The motion passed 3 to 1.

FY05 Budget

Pam distributed the department budgets. She reviewed all the budgets to the level of identifying any obvious problems. Liaisons were instructed to review each of their own departments. Mitch will be asked to schedule the budget hearings based on last year's schedule.

Action Items

- Mitch to schedule the budget hearings.
- FinCom members to review all department budgets for the next meeting on 2/10/04.

Tom moves to adjourn the meeting, David seconds the motion. The motion passes unanimously. The meeting is adjourned at 8:35.

Respectfully submitted by Janet Wheeler.