

**Minutes**  
**STOW FINANCE COMMITTEE**  
**June 27, 2006**  
**Town Building**

**Call to Order**

Patricia Heron called the meeting to order at 7:01 pm. Present were Pamela Glauner, Charles Kern, David Walrath, William Nelson, Henry Hagopian, and Elizabeth Tobey, Secretary. Stephen Piotte arrived at 7:10 pm.

**Correspondence**

- Memo from the Town Administrator regarding the adjusted expense budget
- Municipal Land Use Committee memo
- Selectmen's agenda for 6/27/06
- Memo to Jim Medeiros informing him of his appointment to the Audit Committee
- Memo regarding payroll being turned in no later than June 30th for the end of fiscal year.
- Minuteman budget schedule of payments

**Review of Reserve Fund Transfer Requests**

Selectmen — Town Reports \$376.00

The amount requested will be used for 2005 Annual Report printing. Printing cost for 600 copies totaling \$2,896.00. Present Balance of the Town Reports appropriation is \$2,520.00

There was a depletion of funds due to the unbudgeted special town meeting in December 2005.

Charles Kern moved to approve the Reserve Fund Transfer Request in the amount of \$376.00 for payment printing the Annual Report. Pamela Glauner seconded the motion.

The motion carried unanimously - (Heron, Glauner, Hagopian, Kern, and Walrath)

**Discussion of Town Fuel Consumption**

Charlie met with Mike Clayton at the Highway Department and found the following.

- The town burns on an average, \$55,000.00 per year or \$1,060.00 per week.
- The vender will only deliver 1,000 gallons at a time.
- With high fuel costs mike ran over budget
- The municipal fuel inventory is controlled by an automated system. All municipal employees need to enter a personal ID before fueling. This can be used for tracking purposes if FinCom needs a break down of who is using the fuel and how much they consume.

Moved to Selectmen's Meeting **7:15 pm for joint vote of** Audit Advisory Committee Member Steve Dungan moved to appoint James Medeiros as representative to the Audit Advisory committee. Tom Ruggiero seconded the motion.

There was an apology made by Tom Ruggiero to the Finance Committee for the last joint meeting and the delays that caused the delay of the joint vote.

There was a brief discussion of Mr. Medeiros's qualifications.

The motion carried unanimously — (Wheeler, Dungan, Ruggiero, Heron, Walrath, Kern, Hagopian and Glauner.

### **Approval of Minutes**

Charles Kern moved to approve May 1, 2006 minutes as amended. Pamela Glauner seconded the motion.

The motion carried unanimously.

Charles Kern moved to approve May 23, 2006 minutes as amended. Pamela Glauner seconded the motion.

The motion carried           4 for— Heron, Kern, Glauner, and Walrath  
  1 abstained - Hagopian

Pamela Glauner moved to approve June 12, 2006 minutes as amended. Charles Kern seconded the motion

The motion carried unanimously.

Charles Kern moved to approve June 22, 2006 minutes as submitted. David Walrath seconded the motion.

The motion carried 3 in favor (Heron, Walrath, and Kern)  
                                  2 abstained (Glauner and Hagopian)

### **Liaison Assignments**

#### **LIAISON ASSIGNMENTS FY07**

Assessor	Henry Hagopian
Board of Health	Charles Kern
Building Inspector	Charles Kern
Capital Planning	
Cemetery Department	Charles Kern
Community Preservation Committee	David Walrath
Conservation Commission	David Walrath
Council on Aging	David Walrath
Fire Department	Stephen Pottle
Highway Department	Stephen Pottle
Historical Committee	Gary Bernklow
Information Technology Advisory Committee	David Walrath
LACAC - PEG	David Walrath
Lake Boon Commission	Henry Hagopian
Library	Pamela Glauner
Master Plan Highway Department	Charles Kern
Minuteman Voc Tech	Henry Hagopian
Moderator	Patricia Heron
Municipal Relations Team Representative	
Nashoba Regional School	William Nelson
Planning Board	Charles Kern
Police Department	Charles Kern
Recreation Department	Pamela Glauner
School Building Committee	Gary Bernklow
Selectmen/Town Administrator	Patricia Heron
State House	David Walrath
Stow Housing Partnership	Charles Kern
Town Accountant	Henry Hagopian
Town Clerk	Patricia Heron
Treasurer/Collector	Henry Hagopian

Tri-town  
Veterans  
Zoning Board

Rotate Members  
James Salvie  
Pamela Glauner

David Walrath moved that Charles Kern be recommended to the selectmen to be appointed to the Master Plan Committee. Pamela Glauner seconded the motion.

The motion carried 4 for — (Heron, Glauner, Walrath, and Hagopian)  
1 abstained (Kern)

Pamela Glauner moved that David Walrath be appointed to the Community Preservation Committee. Charles Kern seconded the motion.

The motion carried 4 for — (Heron, Glauner, Hagopian, and Kern) 1 abstained (Walrath)

Other Business

No other business at this time

Future Meetings

July 11, 2006 7:00 pm, Town Building

Action Item

Vote Capital Planning at next meeting.

**Adjournment**

A motion to adjourn was made by Charles Kern at 7:51 pm. Henry Hagopian seconded the motion.

The motion carried unanimously - (Heron, Glauner, Kern, Hagopian and Walrath)

Respectfully submitted,

Elizabeth A. Tobey, Secretary