

**Minutes**  
**STOW FINANCE COMMITTEE**  
**January 10, 2006**  
**Town Building**

**Call to Order**

Jason Robart called the meeting to order at 7:06 pm. Present were Patricia Heron, Charles Kern, Gary Bernklow, James Salvie, David Walrath, and Elizabeth Tobey, Secretary. Pamela Glauner arrived at 7:13 pm

Also present was guest Linda Hathaway.

Jason introduced and welcomed, James Salvie as a new associate member of The Finance Committee.

**Correspondence**

- Calendar from Charles Boyde, Real Estate
- Council on Aging January 2006 Newsletter
- Letter from North East Municipal Forum
- Letter of interest for Associate Position from James H. Salvie
- Letter from NRSD for all committee members
- Letter from Capital Planning regarding Capital Planning request
- Letter from Accountants Office regarding Holiday pay for Martin Luther King Birthday, Christmas and New Years.
- Letter from Board of Selectmen regarding Municipal Relations Team Rep
- 2006-2007 Planning from Board of Selectmen
- Town of Stow Planning Board Minutes for November 15, 2005
- Letter from the Town Administrator re FY-07 COLA Budget Adjustments
- Massachusetts Municipal Association notice of the organizations 27<sup>th</sup> annual meeting and trade show, Jan 13-14 2006 at the Hynes Convention Center in Boston
- Northeast Municipal Forum December 2005
- The Beacon Newsletter for January 2006
- Northeast Municipal Forum January 2006
- Note from the Moderator from a citizen Dave Arsenault after the Special Town Meeting for the Finance Committee
- Note from Ed Regarding his response

### **Approval of Minutes**

Charles Kern moved to approve November 22, 2006 minutes as amended, Patricia Heron seconded the motion.

The motion carried unanimously.

Charles Kern moved to approve December 6 2005 minutes as amended, Patricia Heron seconded the motion.

The motion carried unanimously.

### **Discussion of Reserve Fund Transfer Requests**

#### **Ballot Printing and Elections, in the amount of \$1,320.00**

The transfer request is to cover printing of the Ballots for 2 Special Elections that were not planned for in the Budget.

Patricia Heron moved to approve the transfer of \$1,320.00 from the reserve fund, for printing of Ballots. Charles Kern seconded the motion.

The motion carried unanimously.

#### **Election and Town Meeting Wages of \$3,115.00**

The transfer request is cover the wages paid for the extra Town Meeting scheduled on December 12, 2005. Only one Town Meeting is budgeted for each year and no special elections. Stow has held one additional Town Meeting (2 nights) and two additional Elections.

Patricia Heron moved to approve the transfer of \$3115.00 from the Reserve Fund, for wages paid for 2 special Town Meetings and Elections, Charles Kern seconded the motion.

The motion carried 4 in favor – (Robart, Heron, Walrath, and Kern)

1 abstained– (Glauner)

### **Discussion of the Municipal Relations Team**

There was a discussion between members regarding the structure of a Municipal Relations Team. The purpose of which is to find ways to raise the level of mutual understanding and respect between the town and the Nashoba Regional School District. It is a 5 member team consisting of 1 member each from; The Finance Committee, The Nashoba Regional School Committee, and the Selectmen and 2 Stow registered voters as members at large.

Jason asked the Finance Committee to consider serving.

### **Liaison Reports**

#### **Minuteman Regional High School**

Charles Kern stated that Bill Callahan has been planning a Capital improvement Plan. They came up with \$4mil. It is not firm. Will have more information soon.

### Board of Health

Charles Kern stated that Marcia Rising submitted a budget to the Town Administrator for hazardous waste.

### Conservation Commission

David Walrath stated that the Cushing Property is having some troubles. The property owner chose to attempt to complete a title change to the current developer. The Town put a temporary injunction on it.

### Nashoba Regional School District

Pamela Glauner stated that two weeks from January 12, 2006 they will be presenting a preliminary budget.

### School Building Committee

Gary Bernklow stated the committee met on January 9<sup>th</sup>, 2006 to discuss dissolution of the committee. They recommended appointment of another committee that will go in a different direction. The new committee will have access to funds remaining in the amount of \$60k.

### **Discussion about the Budget Process**

Jason asked the members if they want anything done differently.

- If in addition to the budget forms as they exist, do we want the departments to write up any specific changes in their budget?
- Could we can ask 3 questions, everyone can answer, to provide an overview of their budget change?
- Is it a valuable use of time for everyone to come in and talk to us?

Let's figure out the most efficient way to do this.

Pam suggested it would have to be 3 specific questions per department.

We need to hear from the Fire and Police Departments because of the magnitude of those 2 budgets.

Follow up with web access accounts.

Each Liaison should take a close look at each budget they Liaison for.

Figure out the questions we need to ask for each and then address them with the departments.

### **Other Business**

Pam asked when the due date is coming up on the annual report. She suggested that the Finance Committee get on it now before the time creeps up on us. The challenge is not in writing it but in making sure all of the information in it is correct.

Jason stated that we need to post future meeting dates for the rest of the fiscal Year.  
Second and fourth Tuesday's of each month.

**Future Meetings**

January 24, 2006  
February 14, 2006  
February 28, 2006  
March 14, 2006  
March 28, 2006  
April 11, 2006  
April 25, 2006  
May 9, 2006  
May 23, 2006  
June 13, 2006  
June 27, 2006

Town Meeting starts May 1, 2006

A motion to adjourn was made by Patricia Heron, seconded by David Walrath at 8:24 pm  
The motion carried unanimously.

Respectfully submitted,

Elizabeth A. Tobey,  
Secretary