

Minutes
STOW FINANCE COMMITTEE
May 26, 2009
7:30 PM
Town Building
Approved

Call to Order

Charles Kern called the meeting to order at 7:31 pm. Present were David Walrath, James Salvie, Ann Deluty and Elizabeth Tobey, Secretary.

Correspondence

- Copy of Actions taken at Town Meeting on May 4, 2009.
- Memo from Edward Newman authorizing the appointments of two Finance Committee Members

Meeting Minutes

David Walrath moved to approve April 28, 2009 minutes as amended. James Salvie seconded the motion. The motion carried unanimously (Kern, Salvie, and Walrath)

David Walrath moved to approve May 4, 2009 minutes as submitted. James Salvie seconded the motion. The motion carried unanimously (Kern, Salvie, and Walrath)

Reserve Fund Transfer Requests

Building Department – Building Inspector Clerical Wages - \$2,000.00

The transfer will be used to provide labor necessary to review aging active permit files in order to close them out for final assessment. Many of the permits have not had a final inspection.

David Walrath moved to approve the reserve fund transfer request in the amount of \$2,000.00 for the Building inspector to review active files. James Salvie seconded the motion. The motion carried unanimously (Kern, Walrath and Salvie)

Building Department – Clerical Wages - \$231.00

The transfer will be used to pay clerical wages. The amount approved at Town Meeting 2008 was incorrect. The amount voted on was \$18,013.00 and should have been \$18,244.00.

David Walrath moved to approve the reserve fund transfer request in the amount of \$231.00 for clerical wages. The amount approved in the 2008 Warrant was incorrect. James Salvie seconded the motion. The motion carried unanimously (Kern, Walrath and Salvie)

Building Department – Custodian Wages - \$1,012.50

The transfer will be used to pay Custodial wages. The Building Department did not budget for the step increase due August 29, 2008.

David Walrath moved to approve the reserve fund transfer request in the amount of \$1012.50 for Janitorial wages. The pay is for a step increase that had been omitted from the budget. James Salvie seconded the motion. The motion carried unanimously (Kern, Walrath and Salvie)

Review of Preparation for Town Meeting

There was a discussion between the members regarding the annual Finance Committee Public Hearing and how they felt the hearing went. Members agreed that there is a low turn out of residents and that there should be members from the committees representing the Articles on the Warrant at the meeting to answer questions. It was also decided that the meeting should be moved back to the week after the selectmen approve the Warrant.

Dave suggested that any changes to the wording of an article that will be read at Town Meeting must be turned in X amount of days before Town Meeting. The only way to get it done is to have a bylaw that says you "have" to do this.

Jim suggested a visit to or from Bill 1 or 2 times during meetings, giving us a heads up would be much more guided. Also, more liaisons visit with the Selectmen and the Planning Board.

Discussion of the Three Town ReportsAnnual Reports – Warrant Report – Town Meeting Report

To make these report processes easier it was suggested to keep a database of the information and possibly post the information on the Finance Committee page on the town website.

Jim suggested creating an instruction sheet on how he created his presentation.

Charlie asked all the members to take some time to think about this.

Other Business

No other business at this time

Adjournment

A motion to adjourn was made by David Walrath at 8:41 pm. James Salvie seconded the motion. The motion carried unanimously (Kern, Walrath, and Salvie).

Respectfully submitted,

Elizabeth A. Tobey,
Secretary