

# Townsend Finance Committee

272 Main Street  
Townsend, Ma., 01469

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TOWN OF TOWNSEND  
TOWN CLERK

## AGENDA/ MINUTES

October 13, 2016

Meeting Room 2

7:00 P.M.

### I. Preliminaries:

1. Call to Order - Lynn called the meeting to order at 7:06 P.M. in meeting room 2, Memorial Hall.
2. Roll Call - Mark Hussey, Jerrilyn Bozicas, Sue Lisio, Tom Whittier, Lynn Pinkerton and Andrea Wood; Sam Grant was absent. Guests were Carolyn Smart and James Pickard.
3. Additions or Deletions - None

### II. Meeting Business:

#### 2.1 Pending Business

A. Election of Finance Committee Officers - Lynn Pinkerton was nominated Chairman, she accepted. Andrea move to elect Lynn as Chairman, seconded by Tom, the vote was unanimous in favor of the motion. Jerri was nominated as Vice Chairman, after coaxing she accepted, Mark moved to elect Jerri as Vice Chairman, seconded by Sue, the vote was unanimous in favor of the motion. Sue nominate Andrea for clerk, she accepted. Sue moved to elect Andrea as Clerk, seconded by Tom, the vote was unanimous in favor of the motion.

B. Meeting regarding the Levy Limit - The Levy Limit information and the Municipal Modernization guideline in the August 18<sup>th</sup> issue of City & Town must be read and questions developed from the information for discussion to decide if a meeting with the Assessors is necessary.

C. Policy for filling positions that occur during the year - It was agreed that the Policy would incorporate the Town's Policy with additional language regarding interviews if there is more than one (1) applicant. Andrea will write a draft policy for review at our next meeting.

- 2.2 Appointment 7:05 P.M. with Jim Kreidler and Carolyn Smart to discuss the Community Compact - Jim was unable to attend. Carolyn presented an overview of what was expected from the Finance Committee. She distributed two (2) handouts to help us with our task which is to review the forms and create a template for the Financial Report. It is hoped that we can provide feed back by December 1<sup>st</sup>. A general Budget Policy is being worked on and so far contains the following; 1. A Budget Summit will be held at the end of November 2. Budget work sheets will be due January 1<sup>st</sup> 3. Budget hearings

will be held with Departments by the Finance Committee and the Selectmen together at a meeting. Discussion was held regarding which Departments should have budget hearings, the majority of the Committee felt that all of the Departments should be heard.

2.3 Discussion of the Open Meeting Law regarding the contents of emails, concern raised by Sue Lisio. What might be considered a serial meeting by email was discussed and it was decided that if someone had to miss a meeting, but had information to submit that the information be sent to either the Chairman or the Clerk instead of the whole Committee.

2.4 Update on End of Month Summary and sign off form - The end of month summary will now be sent to all of us by email (there will be no paper copy in the sign off folder). The Assistant Accountant will sign the sign off form as having sent it out on the date of the email and the Chairman will sign it (if the totals agree) on the form across from the Assistant Accountant's signature. If the figures do not agree an email will be sent to the Accountant regarding the difference in the sums.

#### 2.5 Mail/Email

A. Town & Country, October 6, 2016 (sent by email)

B. Sewer Rate Relief from DLS (sent by email) - Does not apply to Townsend.

C. Open Meeting Law Trainings and Webinars offered by the AG from Town Clerk (sent by email) - Sue will inquire to see if the Webinar tapes could be made available to the Towns.

D. Expense Control Report from Lee O'Brien Assistant Accountant (sent by email)

E. New email address from Steve Cloutier (sent by email)

F. ATFC notice of Annual Meeting forwarded by Jim Kreidler (sent by email 10/3/2016)

2.6 Minutes 9/22/2016 - Tom moved to accept the minutes from 9/22/16 as submitted, seconded by Mark, the vote was unanimous in favor of the motion. Jerri asked if the acceptance of the Minutes could be moved to Preliminaries, there were no objections to the request.

**III. Adjournment** - The next meeting is October 27, 2016 at 7:00 P.M.. Lynn moved to adjourn at 8:33 P.M., seconded by Tom, the vote was unanimous in favor of the motion.