

Townsend Finance Committee
272 Main Street
Townsend, Ma., 01469

Agenda/Minutes
November 17, 2016
Meeting Room 2
6:00P.M.



I. Preliminaries:

- 1.1 Call to Order - Lynn called the meeting to order at 6:05 P.M. in Meeting room 2, Memorial Hall.
- 1.2 Roll Call - Tom Whittier, Jerrilyn Bozicas, Lynn Pinkerton and Andrea Wood were present, Sam Grant and Mark Hussey were absent. Guests - Lyn Giacotti
- 1.3 Additions or Deletions - There were three (3) additions:
 - A. Notification of the resignation of Sue Lisio
 - B. Send thank you note to Sue Lisio for her participation
 - C. Capital Planning packet - to be reviewed later in the budget process
- 1.4 Minutes - Tom moved to approve the minutes of October 27, 2016, seconded by Jerrilyn, the vote was unanimous in favor of the motion.

II. Meeting Business:

2.1 Pending Business:

- 2.1.1 Continuation of the review of the levy limit materials and questions to determine if a meeting with the Assessors is necessary. Decision tabled to wait for input from absent members - After discussion and in spite of the fact that we still had two (2) members bsent it was decided to try to set up a meeting with the Assessors for December 8, 2016.
- 2.1.2 Review the way other Towns fill mid year vacancies for the Finance Committee - A list of the way several local Towns appoint members to the Finance Committee to fill mid term vacancies was reviewed, the only Town with a similar process was Lunenburg.
- 2.1.3 Secondary review of the template for the Finance Committee Report - The template was reviewed and it was agreed that this would be a good be a good starting place.
- 2.2 Preliminary Budget Hearing information - The hearings will be held on Tuesday night at a regular Selectmen's meeting (6:00 P.M.). On these evenings the Finance Committee will also be posted in another room to meet in case there is Finance Committee business to address.
- 2.3 Public Records Training handout - Tom copied it and passed it out. The Finance Committee's main responsibility here is in regard to meeting minutes (and attachments) and email retention.
- 2.4 Review of November 15, 2016 Training - It was found to be very informative.
- 2.5 Mail:
 - 2.5.1 Finance Committee Report for 1984
 - 2.5.2 Notice of the Public Hearing to set the tax rate at 6:05P.M., November 29, 2016 in the Selectmen's Chambers - Attendance by the Finance Committee is not necessary.
 - 2.5.3 City and Town, November 3, 2016 (sent by email)
 - 2.5.4 Finance Committee Handbook Cds.- A cd was passed out to each member present.

III. Adjournment - The next meeting is December 8, 2016 at 6:00 P.M.. Andrea moved to adjourn at 7:25 P.M., seconded by Jerrilyn, the vote was unanimous in favor of the motion

Filling Positions mid term in other Towns

Pepperell - The Finance Committee is appointed by the Board of Selectmen.

Lunenburg - When a vacancy occurs the remaining members notify the appointing authority, if after 30 days no one has been appointed then the remaining members of the multiple member body can fill the vacancy for the remainder of the unexpired term by a majority vote of the remaining members.

Shirely - The Moderator shall fill any vacancy which may occur.

Westford - Vacancies will be filled by the Moderator for the remainder of the unexpired term.

Groton - The Finance Committee is appointed by the Selectmen

Littleton - The Finance Committee is appointed as follows, two (2) members appointed by the Selectmen, one (1) member appointed by the Board of Electric Light Commissioners, two (2) members appointed by the School Committee, one (1) member appointed by the Assessors and one (1) member by the Moderator. Vacancies are filled by the appointing authority of the member leaving the vacant position for the unexpired term.

Report of the Finance Committee
(Date of the Annual Town Meeting)

Part 1 Introduction

The Finance Committee is composed of seven (7) residents appointed by the Moderator. The role of the Finance Committee is to act as a financial watch dog for the tax payers with our main task being to review and make recommendations on the financial Articles for the Annual and all Special Town Meetings. The single largest of these Articles is the Town's budget. During the year the Finance Committee participates in financial meetings with the Selectmen, the Town Administrator and the School Administration.

Part 2 Recommendation

A general statement of support/nonsupport of the budget and any concerns raised by the budget or budget direction. A synopsis of the directions/restraints given in the Budget Letter in regard to creating the individual budgets. An explanation of the increase/decrease of this years budget over last years.

Part 3 Revenues and Expenses

An explanation of sources of the funding of the Budget, to include anticipated State Aid, new growth etc.. Define free cash/available funds and state the limit on borrowing. Give a budget overview explaining the budget format (the requested/recommended columns). Present the budget sections and the percentage that each represents in the total budget (budget sections, General Government, Public Safety, Education, Streets and Highways, Solid Waste Services, Human Services, Culture and Recreation, Debt Service and Insurance). Explain the funding of the Water Department.

[Graph showing budget percentages]

Part 4. Articles

Detailed recommendations and explanations of the financial Articles.

Part 5. Long Term View

Discuss anticipated changes, concerns or projects "in the works".

Part 6. Closing

Thank everyone and note particular help received. Print Finance Committee members names.