

# Townsend Finance Committee

272 Main Street  
Townsend Ma., 01469



Don Klein, Chairman  
Sam Grant, Member

Gini King, Vice Chairman  
Nancy Rapoza, Member

Andrea Wood, Clerk  
Mary Letourneau, Member

## **Agenda/Minutes February 4, 2016 Meeting Room 2 6:00 P.M.**

### **I. Preliminaries:**

1. Call the Meeting to Order - Don called the meeting to order at 6:03 P.M. in meeting room 2, Memorial Hall.
2. Roll Call - Mary Letourneau, Gini King, Nancy Rapoza, Sam Grant, Don Klein and Andrea Wood were present. Guests were Keith Letourneau and Bill Wood.
3. Chairman's Additions or Deletions
  - A. Mileage reimbursement for Gini King - Gini asked for mileage reimbursement for attending the Budget Breakfast at Nashoba Tech.. The paper work will be completed and voted at the next Finance Committee meeting.
  - B. Month end summary sheet and sign off sheet - Don reviewed the summary and signed.
  - C. Reserve Fund Transfer Request from the Veterans Agent for \$10,000.00 - The Veteran's Agent has a little over \$2,000.00 left from the last transfer. The state of the Reserve Fund was discussed, the Reserve Fund is almost depleted. A \$10,000.00 transfer will just about empty it. Finally, it was decided to transfer \$5,000.00 to the Veteran's Agent for Veteran's Benefits. Nancy moved to grant a transfer from the Reserve Fund of \$5,000.00 for Veteran's Benefits, seconded by Sam, the vote was unanimous in favor of the motion.

### **II. Meeting Business:**

1. Discuss appointment of Don Klein to the financial working group - Don said that he met with Jim Kreidler and he felt that it would benefit the Finance Committee if we had a member in the working group and asked to be that person. Mary asked who would be in the working group, Don responded that the Treasurer, the Accountant one Selectman and the Town Administrator would be in the group. Nancy moved to approve Don to serve in the working group, seconded by Mary, the vote was unanimous in

favor of the motion.

2. Mail

3. Minutes

A. January 28, 2016 - Nancy moved to accept the minutes from January 28, 2016, seconded by Gini, the vote was unanimous in favor of the motion.

**III. Adjournment** - Next meeting February 18, 2016 at 6:00 P.M.. Gini moved to adjourn at 6:15 P.M., seconded by Nancy, the vote was unanimous in favor of the motion.

### REQUEST FOR TRANSFER FROM THE RESERVE FUND

TO: TOWNSEND FINANCE COMMITTEE  
FROM: Joseph Mazzola/Veterans Agent

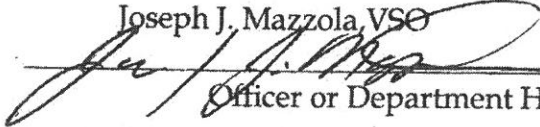
Request is hereby made for this following transfer from Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws":

Chapter 40 Section 6 reads in part "to provide for extraordinary or unforeseen expenditure....."

IN REVIEWING YOUR REQUEST, the Finance Committee intends to define this section as meaning "sudden unavoidable events or series of events which could not reasonably have been foreseen or anticipated at the time of submission of the annual budget for approval by Town Meeting". It is not our intent to use Reserve Funds to supplement salary increases from collective bargaining agreements approved after Town Meeting or such items or amounts which were not approved by the Town Meeting.

- 1. Amount Requested: \$10,000.00
- 2. To be transferred to: Veterans Benefits/ 001-05-544-5380
- 3. Present balance in said appropriation: \$2,225.30
- 4. The amount requested will be used:

5. This expenditure is extraordinary and/or unforeseen for the following reasons: Increase in Veterans receiving Chapter 115, Benefits, Also low appropriation FY 16.

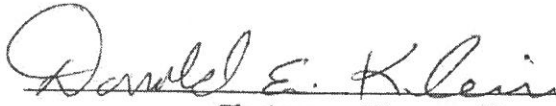
Joseph J. Mazzola, VSO  
  
Officer or Department Head

#### ACTION OF FINANCE COMMITTEE

Date of Meeting: 2/4/16 Number Present and voting 6

Transfer Voted in the sum of \$ 5,000.00  
Transfer disapproved: approved

*FY 16  
RPT 2/4/16*

  
Chairman, Finance Committee

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.