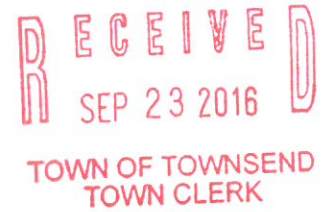


Townsend Finance Committee

272 Main Street
Townsend, Ma., 01469



AGENDA/MINUTES

September 1, 2016

Meeting Room 2

7:00 P.M.

I. Preliminaries:

1. Call to Order - Lynn called the meeting to order at 7:00 P.M. in meeting room 2, Memorial Hall.
2. Roll Call - Jerrilyn Bozicas, Sam Grant, Sue Lisio, Lynn Pinkerton and Andrea Wood were present. Guests Mark Hussey, Tom Whittier, Kathy Spofford, Alexis Tucceri and Buddy, Cheryl Cloutier, Stacy Schuttler, Kim King and Karen Waxman
3. Additions or Deletions

II. Meeting Business:

1. Appointment and "Swearing In" for new Finance Committee members, Mark Hussey and Tom Whittier - Jerri moved to appoint Tom Whittier and Mark Hussey to the Finance Committee, seconded by Sue, the vote was unanimous in favor of the motion. Kathy Spofford (the Town Clerk) stepped forward and administered the oath of office to Mark and Tom, gave them a copy of Open Meeting Law and information regarding taking the Ethics test on line.
2. Appointment 7:15 P.M. with the library trustees to discuss their Fy18 budgetary goals - Three (3) Trustees and the Director joined us. A sheet of information was passed out (see attached). The items and positions requested were discussed and more details were requested. Cheryl Cloutier said that the detailed report was submitted and approved by the Selectmen and should be in their file. The purposed increase is \$24,899.80.
3. Bill from ATFC for yearly dues - Jerri moved to support the payment of the yearly dues of \$176.00 for membership in the ATFC, seconded by Sue, the vote was unanimous in favor of the motion. The payment form was circulated and signed by the members and will be submitted to the Accountant for payment. A request for new Handbooks will be made.
4. Discussion of emails
 - A. Landscaping - It was agreed that we probably received these emails as a 'heads up' to a possible budget item.
 - B. Town & Country (three (3) editions) - No questions, the Municipal Modernization guideline will be discussed at a later date.
 - C. Levy Limit - It was agreed that sometime in the near future we should request that some one from the Assessors office speak to us regarding their function.

D. Letter from John Barrett and Counsel's decision - The legal opinion re. interim appointments to the Finance Committee.

E. Additional Volunteer Response Form from Jennifer Torrey - Will be held in case another vacancy occurs.

F. What's New in Municipal Law Seminar - After much discussion, no one will be able to attend. Sue stressed that we should have Counsel come out and give a class on the Conflict of Interest Law and the Public Records Law and she suggested some helpful reference sites the MMA, State House News, mass.budget.org and DOR.

5. Discuss constructing a policy regarding vacancies that occur during the year - Tabled.

6. Committee appointments - Tabled

A. Properties Committee

B. Capital Planning Committee

C. Financial Team

D. Community Compact Representative

7. Election of Finance Committee Officers - Tabled

8. Report on Community Compact meeting - The meeting was very general in nature stressing what they would provide for us (see attached). A proposed project schedule was presented (see attached).

9. Report on Selectmen's Meeting July 27, 2016 - The Selectmen met with the Accountant and the Treasurer to discuss the financial picture. The problems with the "Smart Plan" reconciling have been resolved and they are progressing forward in reconciling the old accounts and the Treasurer expects that the tax bills will go out in October.

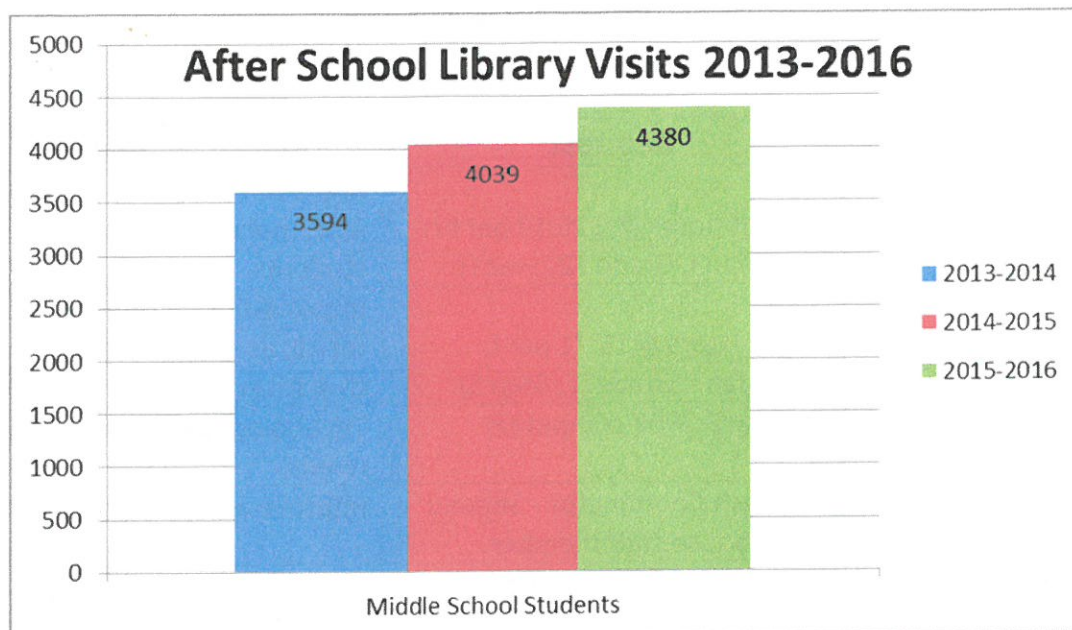
10. Mail

A. Month end summary and sign off sheets for June and July - No new expenses, Lynn signed the form.

11. Minutes - 6/30/2016 - Sue moved to accept the minutes from 6/30/2016, seconded by Andrea, the vote was unanimous in favor of the motion

III. Adjournment - Next meeting Sept. 22, 2016 at 7:00 P.M.. Sam moved to adjourn at 8:15 P.M., seconded by Tom, the vote was unanimous in favor of the motion.

Student Use Data Chart



Door Counter Statistics

Patron Totals

2015 (January - December)	114,637 Total Patrons
2016 (January - August)	81,912 Total Patrons

State ARIS Report Numbers for Library Program Attendance

Adult Programs and attendance

FY14: 108 Programs 1,699 attendees
 FY15: 121 Programs 1,472 attendees
 FY16: 145 Programs 2,228 attendees

Children and YA Programs

FY14: 217 Programs 4,342 attendees
 FY15: 238 Programs 4,947 attendees
 FY16: 264 Programs 5,428 attendees

Volunteers

FY14: 30 Volunteers 1,365 hours
 FY15: 32 Volunteers 1,447 hours
 FY16: 33 Volunteers 1,591 hours

Townsend Public Library FY18 Presentation to the Townsend Financial Committee
September 1, 2016

Amount	Request	Reason
\$14,948.44	19 Staff hours @ \$15.13 per hr. (Librarian I, Grade T2, Step1)	Improve needed services for young adults as demonstrated by high volume of students.
\$6,951.36	8 staff hours @16.71 per hr. (Librarian I, GradeT2, Step 5)	Improve library services and availability for all, as demonstrated by patron volume and requests.
\$2,000.00	Replace 3 2009 computers	Technology update based on assessed needs.
\$1,000.	Site Tech Coordinator - Stipend for in-house staff member.	Improve accessibility to technology for all.
\$24,899.80 Total	FY 18 Request	TPL Long Range Plan

Rationale

- **SAFETY FIRST:** Teens will continue to be in the library after school. They can walk from Hawthorne Brook Middle School to the Library easily. There is a need to keep teens occupied in a positive manner. We want teens to become library users.
Duties for 19 hour position: Monitoring teen room, program planning for teens, after school activities few days a week, circulation desk teen room, school visits, summer reading, processing new books. Hours will be 4 per day for 4 days or 16 hours, and Saturdays for 3 hours.
- **MEETING CONTRACT OBLIGATIONS:** Total vacation time for staff with benefits = 477.5 vacation hours. (Vacation time is not defined as sick, personal or holiday time.) The 8 hour request = 417 hours a year, which will cover most of the contracted vacation time.
Duties for 8 Hour Request: Coverage for vacation time.
- **TECHNOLOGY TODAY:** The library today is not the library that you knew as a youth. Library technology is constantly in use, providing Internet access to all people for jobs, scholarly research, legal forms, health forms, housing forms, email, writing software, database software, etc. On-site daily support is unrecognized extra work provided by in-house staff, and aging equipment must be updated on a rotating basis.
- **SAVING THE TOWN MONEY:** We continue to use numerous part time staff members who have *no paid benefits*.

Townsend Long Range Revenue & Expenditure Forecast

Kick Off Meeting

Friday, August 16, 2016

11AM – Noon

1. Welcome and Introductions (5 min)
2. Development of Revenue and Expenditure Forecast (55 min)
 - Gathering Data
 - Customizing Spreadsheets
 - Testing Assumptions
 - Review of Preliminary Draft
 - Training Town Staff to Utilize Model
 - Complete User Guide
 - Presentation to Policymakers
3. Establishing Meeting Schedule
 - 3 Meetings to Gather data, Develop Customized Model and complete preliminary draft

Materials Needed

What staff person will be responsible for doing the forecast in future years

Cherry Sheets (both State Aid and State Assessments) for FY 14,15, 16 & 17

FY 16 & FY17 budgets showing revenues equaling appropriations

Recap sheets for FY 14, FY 15 & FY 16

Please e mail the above information to

Stephen.scirillo@gmail.com

Or slow mail to 20 Myles Standish Rd, West Roxbury, MA 02132



Townsend Budget and Financial Forecast Projects Kickoff Meeting Agenda Tuesday, August 15, 2016

1. Welcome & Introductions
 - a. Collins Center Overview
 - b. Center team roles and responsibilities
 - c. Town contact(s)

2. Discussion of Financial Forecast (see other document)

3. Discussion of Budget Enhancements
 - a. Town Administrator's vision and goals for project
 - b. Town efforts to date
 - c. Center methodology and information needs

4. Review Proposed Project Schedule

PROPOSED PROJECT SCHEDULE								
Townsend Financial Forecast & Budget Document Improvements								
Activity	2016						2017	
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Kick off meeting		X						
FINANCIAL FORECAST								
Identify budget accounts and collect historical data	X	X						
Customize municipal forecasting model		X						
Prepare draft forecast spreadsheet			X					
Review draft with local officials			X	X				
Prepare final forecast and User's Guide and meet with local officials				X	X			
BUDGET DOCUMENT ENHANCEMENTS								
Review existing budget process and document		X	X					
Provide internal budget calendar			X					
Compare budget document to GFOA best practices			X					
Provide draft budget policy				X				
Provide list of recommended improvements				X				
Identify 1-3 budget improvements for implementation				X				
Implement identified improvements*				X	X	X	X	X
<i>*Timeline for implementation of improvements will vary depending up those selected.</i>								