

# Townsend Finance Committee

272 Main Street Townsend, MA., 01469

## AGENDA/MINUTES, SEPTEMBER 22, 2016 MEETING ROOM 2 - 7:00 P.M.

### I. PRELIMINARIES:

- 1.1 Call to Order - Lynn called the meeting to order at 7:00 P.M. in meeting room 2, Memorial Hall.
- 1.2 Roll Call - Jerrilyn Bozicas, Mark Hussey, Tom Whittier, Lynn Pinkerton and Andrea Wood were present; Sue Lisio and Sam Grant were absent. Guests were Carolyn Smart, Barbara Tierney and Terry Walsh.
- 1.3 Additions or Deletions - One (1) addition to the mail - a notice (email) was received that the school assessment has been reduced by \$47,049.70.

### II. APPOINTMENTS/HEARINGS:

2.1 7:05 P.M. Town Treasurer/Town Accountant, RE: Status FY16 & Transition plan for Accountant - Barbara and Terry explained where we are presently in regard to closing FY16 and why we got so far behind. Although a new Accountant has been hired, Terry will remain on board until March (approximately) to help the new Accountant adapt and the remainder of her time would be spent on closing out FY16. It would be a part time/flex position. They estimate that the additional cost will be about \$16,128.00. Lynn asked how the time would be divided and was told that it would be on an as needed basis. Lynn commented that within her experience, if a time frame is not developed the trainee will take most of the time. It was asked where the money was to come from and the answer was from the present salary account. Then it was asked how could they hire a new accountant when there was not enough money to cover the salary agreed to when she was hired? It was pointed out that it is illegal to enter into a contract when you don't have enough money to cover it. Carolyn said that this was not a contractual hire, which was countered with the statement that an agreement to hire is a basic contract. Carolyn said the money would be replaced by a Municipal Transfer in May. It was suggested that a Reserve Fund Transfer could be requested, but Carolyn said no, that it is too early in the year to use the Reserve Fund because there may be short falls ahead that cannot be addressed in any way other than a Reserve Fund Transfer. Tom moved to support the concept of using Terry to train and address the closing of FY16, but that the period of time is not to exceed six (6) months, seconded by Mark, the vote was unanimous in favor of the motion.

### III. MEETING BUSINESS:

- 3.1 Report on Community Compact meeting - They are moving ahead, a booklet of forms etc. was passed around for review.
- 3.2 Amount remaining in expenses - \$574.00 remains in expenses.
- 3.3 Pending Business
  - A. Committee Appointments
    1. Town Properties Committee - presently no members, for a seven (7) member Committee (description in packet) - Tom volunteered to be our representative to the Town Properties Committee.

2. Capital Planning Committee - presently three (3) members for a seven (7) member Committee (description in packet) - Mark volunteered to be our representative to the Capital Planning Committee, but also expressed an interest in being a "member at large" to the Properties Committee if a slot was available.
  3. Representative to the Community Compact meetings - Jerri volunteered to be our representative to the Community Compact Meetings.
- B. Election of Finance Committee Officers - Tabled
  - C. Meeting regarding the Levy Limit - Hopefully this can be scheduled for our next meeting.
  - D. Discussion of the Municipal Modernization guideline - Tabled until after the class to be given by Kopelman & Paige.
  - E. Policy for filling positions that occur during the year - Tabled
- 3.4 Discussion of the Open Meeting Law regarding contents of emails (email from Sue included in packet) - Tabled until Sue returns
- 3.5 Library 5 year Plan (in packet, informational) - Lynn said that it was not nearly detailed enough on how to accomplish or the cost of accomplishment.
- 3.6 Mail/Email
- A. 9/1/2016 and 9/15/2016 "City & Town (forwarded)
  - B. 9/7/2016 email exchange with Library Trustee Chairman with attachment (in packet)
  - C. 9/8/2016 email and attachment from Library Trustee Chairman (in packet)
  - D. 9/12/2016 email regarding Gov. Baker and deficit (forwarded)
- 3.7 Minutes 9/1/2016 - Tom moved to accept the minutes as submitted, seconded by Mark, the vote was unanimous in favor of the motion.

**IV. ADJOURNMENT** - The next meeting October 13, 2016 at 7:00 P.M.. Tom moved to adjourn at 8:30 P.M., seconded by Mark, the vote was unanimous in favor of the motion