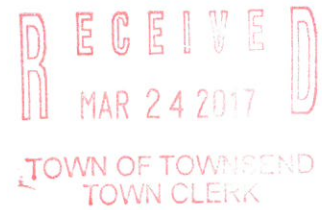


Townsend Finance Committee
272 Main Street
Townsend, Ma., 01469

Agenda/Minutes
March 16, 2017
Meeting Room 2
6:00P.M.



I. Preliminaries:

- 1.1 Call to Order - Lynn called the meeting to order at 6:05P.M. in meeting room 2, Memorial Hall.
- 1.2 Roll Call - Mark Hussey, Jerrilyn Bozicas, Sam Grant, Lynn Pinkerton and Andrea Wood were present, Tom Whittier was absent.
- 1.3 Additions or Deletions - None
- 1.4 Minutes - Jerrilyn moved to accept the meeting Minutes from March 7, 2017, seconded by Mark, the vote was unanimous in favor of the motion.

II. Meeting Business:

- 2.1 Budget discussion - All the budgets from the recent hearings were reviewed, questions generated and tentative recommendations made (see attachment A)
- 2.2 DLS registration forms and invoice - Andrea moved to support Lynn Pinkerton, Sam Grant and Jerrilyn Bozicas in attending the DLS Financial Forum for a total cost of \$150.00, seconded by Mark, the vote was unanimous in favor of the motion. The paperwork will be submitted to the Accountant.
- 2.3 STM Recommendation Sheet - The STM Warrant was reviewed and recommendations were made (see attachment B)
- 2.2 Mail
 - 2.2.1 Corrected Salary Sheet for the Highway Department (email)
 - 2.1.2 Capital Planning Requests (email)

III. Adjournment: Mark moved to adjourn at 8:34P.M., seconded by Jerrilyn, the vote was unanimous in favor of the motion.

Budget Questions - Attachment A.

The Committee tentatively supports level funded budgets

Town Clerk's Budgets

Elections

1. Is election line item enough
2. Stipend
3. Travel
4. Equipment and Maintenance

Town Clerk

1. Stipend
2. Professional Services

Tax Collector/Treasurer

1. Other Charges and Other Services
2. Professional Services

Building Inspector

1. Electric, Plumbing and Gas Inspectors
2. Office Supplies
3. Professional Services

Assessors

1. Professional Services
2. Equipment and Maintenance
3. Data Verification

Accountant

1. Professional Services

Highway

1. Professional Services
2. Wages for Fleet Mechanic

Library

1. Need Level Funded Budget
2. New Person

STM Recommendations - Attachment B.

1. This Article authorizes two (2) Revolving Funds - discussion regarding the workings of a Revolving Fund and the two (2) Departments involved. Mark moved to Recommend Article 1, seconded by Jerrilyn, the vote was unanimous in favor of the motion.
2. This Article is a supplementation to the Unemployment Insurance budget line item - this is an obligation and will be used to pay the unemployment insurance for two (2) individuals who are no longer Town employees. Jerrilyn moved to Recommend Article 2 for \$24,000.00 to supplement the Unemployment Insurance line item, seconded by Mark, the vote was unanimous in favor of the motion.
3. This Article is to supplement the Accountants budget to pay for help received in the balancing of the books, correcting errors and closing the books for FY16. No vote was taken because no amount was available.
4. This Article is to supplement the cost of the Annual Audit, we budgeted according to what they charged in the past, but they have raised their fee. No vote was taken because the amount was unavailable.
5. This Article 5 this Article is to compensate two (2) Town employees for their financial loss due to the former Tax Collector/Treasurer's handling of their retirement withholdings. No vote was taken because an amount was unavailable.
6. This Article is to replenish the Reserve Fund - no vote was taken because no amount was available.
7. This Article moves funds from the General Fund to the Conservation Land Fund - Mark moved to Recommend the transfer of \$21,000.00 from the General Fund to the Conservation Land Fund, seconded by Jerrilyn, the vote was unanimous in favor of the motion.
8. This Article transfers \$19,132.00 from the General Fund to the newly established Timber Rights Revolving Acct. (Article 1). Mark moved to Recommend Article 8 to transfer \$19,132.00 from the General Fund to the Timber Rights Revolving Acct., seconded by Jerrilyn, the vote was unanimous in favor of the motion.
9. This Article is to fund the Capital Stabilization Fund - no vote was taken because no amount was available.