



1. Reserve Fund Transfer request for Farnum House oil tank cleanup.

The Fire Chief outlined the leak issues and process for clean-up. The Interim Town Manager was not in attendance and the TM office will need to present the request at a future meeting.

2. Fire Station Update

The Fire Department has moved into the new building. There is a punch list for final sign-off. Retainage incentives and bonding provision are in place to assure completion.

The town has withheld \$349,000 in liquidated damages for schedule overruns. The current estimate is the project will be completed at about \$1 million under budget. There is an authorization of up to \$100,000 for repairs to the south side of Town Hall that had been attached to the old fire station.

There was a recommendation that future projects vigorously enforce no-pay contractual language in the areas of scheduling, critical path analysis, and project management oversight. There was also a recommendation for close project monitoring to assure continual compliance with specifications. Project RFP's may specify a minimum level grade score for hiring consultants and contractors.

The Building Committee will sponsor an open house event in the spring.

3. Finance Department Update

Passed over.

4. Capital Planning Update

The town capital plan is due at the end of January. We will review the plan with the Capital Committee at a future date.

5. Reports

a) Snow and Ice

Usage is typical for this time of year. Road salt purchases are up this year. We expect the need for a transfer at the Spring Annual Town Meeting.

Potholes are an ongoing issue because of rapid freeze/melt cycles. Potholes on state highways can be reported to the state's District 3 office.

b) FY18 Monthly

The expense ledger from 1/24/2018 has been received by the chair.

c) Department of Revenue

A sales tax is under consideration, based on the recommendations from DOR.

There was a suggestion to move forward with multi-year capital planning and other long-term recommendations in concert with other stakeholders involved with to the town's financial operations.

There was a suggestion to explore bank-based financial advisory services as an inexpensive option to get planning projections and analysis.

The Interim Town Manager has flagged issues with the Accounting Department due to low staffing. The full time Assistant Account is doing a good job but milestones that were expected to have been completed by the part-time Town Accountant are not finished. Departments are waiting for responses from accounting for their own budgets.

The Interim Town Manager will send a transitional report before his last day on January 30.

6. FY19 Budget

There was a concern that the school committee budget may have excessive hiring goals based on anticipated saving for the McCloskey closure.

There was some concern that assets are not being managed across the whole town organization. The school committee will meet to adopt its budget on February 6. The budget is available on the new school website. It would be helpful to see mapping of the old school personnel positions to the proposed revisions.

It is unclear at this time what the funding source will be for the \$400,000 payment due to the school building authority. There was discussion that the funding should either come entirely from the first-year savings or should be split between town and school departments at our usual percentages of 25%/75%.

It was noted that there will be an NEASC accreditation evaluation this year at the high school.

There was also a concern that capital preservation at both the schools and town facilities is lacking organizational focus, ownership of assets, and preventative maintenance. The school is proposing a new role to further facilities management and planning. There may be an opportunity for savings if we can better track and evaluate the amounts we are spending for skilled trade contractors and consultants.

There was interest in developing a consistent template and training that could guide department heads with job descriptions and position request justifications. Finance committee recommendations could be tied to the justifications and the committee could offer additional training to department heads.

#### 7. Liaison updates

Our Police Chief is required to give a 45 day notice. He is likely to be involved in the transition process.

Both Chief's have indicated their top priority is to add the 2nd dispatcher position at the Police Department.

The School committee will meet at the end of January.

#### 8. Meeting minutes

Review of action items

Motion to accept the minutes of December 12, 2018
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1st: MA	2nd: MW	6-0-0
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#### 9. Old Business

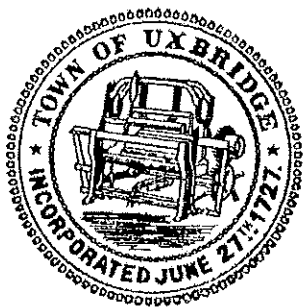
None.

#### 10. New Business

None.

Motion to Adjourn
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1st: MA	2nd: SF	6-0-0
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# Finance Committee Approval Sheet

Date: January 24, 2018

Location: Lower Town Hall Meeting Room

Name	Signature	Date
Peter DeMers		13 FEB 18
Mark Andrews		13 FEB 18
Susan Franz		13 Feb 18
Joseph Evcler		13 FEB 18
Evelyn Marchand		2/13/18
Derek Normadin	<del>_____</del>	
Michael Wilson		
	13 FEB 18	