

## MINUTES OF MEETING OF WAREHAM FINANCE COMMITTEE

Date of Meeting: October 20, 2010

Transcribed by: Kelly Barrasso

Date transcribed: October 27, 2010

### **I. CALL MEETING TO ORDER**

The meeting was called to order at 6:40 P.M.

### **II. ROLL CALL**

Members Present: Donna Bronk, Chairman  
Marilyn Donahue, Vice Chairman  
William R.C. White, Clerk  
Dick Paulsen  
Bonnie Cottuli (Arrived at 6:42 P.M.)  
Dominic Cammarano (Arrive at 6:56 P.M.)  
Frank Heath  
Sam Gray

Member Absent: David Trudell

Also Present: Elizabeth Zaleski, Town Accountant  
Mark Andrews, Town Administrator (Arrived at 6:50 P.M.)  
Jane Donahue, BOS Liaison (Arrived at 7:18 P.M.)

### **III. DISCUSSION W/ COMMUNITY PRESERVATION COMMITTEE RE: COMMUNITY PRESERVATION FUNDS**

Present before the FinCom: Sandy Slavin, CPC  
Sherby Worthen, CPC  
Angela Dunham, CPC

Ms. Bronk explained to the CPC members present that FinCom votes on various CPC articles reflect a lack of information.

**NOTE:** Ms. Cottuli arrived at this time.

The CPC members distributed handouts showing current CPC funds, CPC reserves, CPC administrative activity, & CPC open projects. It was stated that the CPC fund figures now match the Town's CPC fund figures.

Brief discussion ensued re: projects that are completed & those that are still open (not completed). It was also stated that any unallocated money will return to the CPC fund.

**NOTE:** Mr. Andrews arrived at this time.

Discussion ensued re: the balance of the CPC fund if all project are approved at this Fall Town Meeting & the Spring Town Meeting as well as reserves in specific categories.

**NOTE:** Mr. Cammarano arrived at this time.

Ms. Zaleski explained that issues have been straightened out & she feels that the CPC fund has adequate monies to fund what is on the Warrant for this Fall Town Meeting.

Mr. Paulsen spoke re: the Town of Weston's model relative to their CPC funds. He noted that Mr. Heath plugged in the Town's numbers into the Town of Weston's model. He stated this model is two pages long & it can be followed w/ ease.

Ms. Bronk acknowledged the CPC's hard work, but she feels the average citizen will not understand all the information relative to the fund (that the CPC has presented).

Mr. Heath stated all the information was presented by the CPC relative to figures he put into the model. He discussed what the Town of Westport's model does & how he incorporated the Town's CPC figures into said model. Brief discussion ensued.

The CPC members present, the FinCom members, & Ms. Zaleski concurred to utilize this new model for future Town Meetings to make it easier to understand. Brief discussion ensued.

**NOTE:** Selectman Donahue arrived at this time.

#### **IV. TOWN ADMINISTRATOR'S REPORT**

##### **A. Article 2 – Amend School Dept. FY2011 Budget**

Mr. Andrews stated there is a solid proposal between the School Dept. & the BOS Chair. In a Memorandum of Understanding (MOU), the Town will provide \$150,000 to the School Dept. w/ conditions. The School Dept. will reduce this money for FY2011 (will carry it to the next fiscal year. This should satisfy the School Dept.'s need to cover whatever is needed for FY2011 & FY2012. The School Dept. will sign the MOU w/ the Town.

Mr. Andrews noted one-time money that will be utilized to fix some issues in the FY2011 budget & will go towards the FY2012 budget.

Selectman Donahue stated that this MOU has not been discussed w/ the rest of the BOS as of yet due to time constraints, but it will be discussed w/ them.

Mr. Paulsen asked how much was carried over in Free Cash in FY2009. Ms. Zaleski stated approx. \$715,588. She stated at the Spring Town Meeting, \$225,000 was utilized for budgeting & \$429,000 in undesignated monies.

Mr. Andrews stated the DOR is looking at certifying Free Cash currently. The intent is to combine remaining Free Cash balances together.

Ms. Bronk asked what the FY2010 figure is. Selectman Donahue stated this is not known yet.

Ms. Zaleski stated all information has been sent to the DOR. On Monday, this information was hand-delivered. Everything is there. It is not a secret, but the number is not real until the DOR certifies it. Ms. Bronk feels the anticipated figure would be known. Selectman Donahue stated the anticipated amount is approx. \$1.5 million in Free Cash. Most of this is from tax title collection. The tax title collection figures were received approx. three weeks ago.

Mr. Andrews stated once accurate information is received from the DOR, it can be given to the FinCom.

Selectman Donahue stated the anticipated \$1.5 million includes the FY2009 roll-over Free Cash.

Mr. Andrews stated he will provide the MOU to the FinCom. This MOU will cover FY2011 & 2012 for the School Dept.

Selectman Donahue stated the School Dept. is cutting their budget which will be supplemented by grant monies.

Mr. Andrews discussed encumbrance management issues in the past. He has asked, in agenda form, for the School Dept. to work w/ the Town, especially w/ encumbrance management.

Ms. Bronk stated when the FinCom asks for a figure, there is a need to have an answer. Selectman Donahue stated there is an attempt to try & weave a new relationship w/ the School Dept. She noted the School Dept. did not turn back the amount of money they said they would. There is an attempt to try to come to an agreement on these figures.

Mr. Paulsen stated he has spoken, on several occasions, to Superintendent of Schools, Dr. Rabinovich re: the \$275,000 he said was turned back. He will speak to him again tomorrow. Selectman Donahue, Ms. Zaleski, & Ms. Bronk don't feel this will help & it will challenge trying to get to a policy.

Ms. Cottuli feels there is a need to answer this question when asked at Town Meeting. Mr. Andrews stated this question will be answered honestly & stated positively at Town Meeting. He discussed the \$415,000 figure being spoken about. The School Dept. is

willing to work w/ this figure. When the School Dept. signs the document (MOU), the agreement will be in place. There is communication & encouragement to move forward w/ the School Dept.

Mr. White asked who will make the motion for Article 2. Ms. Bronk has been told the proponents of the articles will present their own articles. Selectman Donahue stated she hasn't heard this. The motions have been written. Mr. Andrews stated the motions have gone to legal counsel & he will get them to the FinCom.

Mr. Heath asked when the MOU will be signed. Selectman Donahue stated she hopes w/in the next day or two. Mr. Heath asked what will happen if it is not signed by Town Meeting. Mr. Andrews stated if the reduction is not made in proper sequence, the DOR won't allow the Town to set its tax rate. The School Dept. knows this. Selectman Donahue is certain the School Dept. will sign the MOU.

#### **B. Fiscal Matters.**

Mr. White asked if the FinCom can obtain some quarterly figures at this time. Ms. Zaleski stated the FinCom received a summary report. Selectman Donahue stated the FinCom should be provided what was provided to the BOS. Mr. Heath stated it was. Ms. Zaleski stated she will be working on providing more detailed information. Ms. Bronk stated quarterly information would be sufficient.

#### **C. Tax Title.**

Mr. Paulsen stated as he understands, tax title sales & delinquent taxes brought in approx. \$250,000. Mr. Andrews stated the company assisting w/ the tax title collections (Ambrosio), will be asking for filing fees in the amount of \$20,000 to pay tax title fees. The first land sale generated approx. \$211,000. Ms. Zaleski stated this money has gone into a receipts received for appropriation. It needs to be appropriated by Town Meeting. She discussed where money goes from land of low value sales.

#### **D. Town Meeting.**

##### **1. Motions.**

Discussion ensued re: motions. It was stated that Mr. Sanguinet has drafted the motions & they are being reviewed by legal counsel presently.

Ms. Cottuli asked how the motions were stated. Selectman Donahue is not sure, but she assumes Favorable Action will be moved on all articles.

Brief discussion ensued re: if it has been determined who will be presenting the motions. Selectman Donahue isn't sure if this has been determined yet. Ms. Bronk understands that the proponent of the articles will give the motions & present them.

2. Article 3 – WPCF Enterprise Fund.

Mr. Andrews asked the FinCom to reconsider their vote on Article 3.

**MOTION:** Ms. Donahue moved to reconsider the FinCom's previous vote on Article 3 of the 2010 Fall Town Meeting Warrant. Mr. White seconded.

**VOTE: (7-1-0)**  
**Mr. Paulsen opposed**

Ms. Donahue noted the original discussion on the article, but the FinCom did not revisit it when the new WPCF Director came to speak to the FinCom. There are still some concerns, such as the need for additional money for the WPCF operational budget. She understands if the new grease program is implemented by the new director, the EDU rate can be reduced in the future, but this money is needed now. Selectman Donahue stated the BOS has discussed this too. \$96,000 is needed as a result of an effort to come up w/ a more realistic budget for the WPCF.

Discussion ensued re: whether taking \$96,000 from the general fund can be done. Some present didn't think this could be done. Mr. Andrews stated it is not good financial practice to do this. There is a better understanding of what needs to be done at the plant to contain the budget. The adjustment needed is less than 1.5% of the tax rate. He asked the FinCom to consider this need for \$96,000.

Mr. Paulsen stated he voted against this the last time because of what happened when the budget was presented; it was out of balance. Wages were brought down & a position was not going to be filled. He feels this was bad planning. Ms. Donahue stated this may have been the case in the spring, but the FinCom did not have this information. It needs to be fixed now. Mr. Paulsen feels this should go onto the recap sheet so the Town pays it. Ms. Bronk doesn't feel Mr. Andrews can be blamed for what has happened in the past & he hasn't even been here for a year. There is a need to move ahead. Ms. Cottuli stated there is a need to make the numbers match now. The budget can be reduced later if need be, but there is a need to do this now. Mr. Cammarano asked why sewer users have to pay the bill for things the Town has done wrong. This was a Town problem & the sewer users will have to pay again. Mr. White stated if money had been left in the budget, the EDU rate would have gone to some other level. The money was taken out & the EDU stayed the same. Now, it is recognized there is a need to put money back in & the EDU will go back to where it should have been. Discussion ensued.

**MOTION:** Ms. Cottuli moved Favorable Action on Article 3 of the 2010 Fall Town Meeting Warrant. Mr. Heath seconded.

**VOTE: (6-2-0)**  
**Mr. Cammarano & Mr. Paulsen opposed**

**V. ANY OTHER BUSINESS**

**A. Next meeting date.**

The FinCom concurred to have a joint meeting w/ the BOS on October 25, 2010 at 6:00 P.M. in the High School Cafeteria.

**NOTE:** Mr. Andrews, Selectman Donahue, & Ms. Zaleski departed at this time.

Brief discussion ensued re: dates designated for Town Meeting.

The FinCom members concurred to also meet on November 17, 2010 at 6:30 P.M. in Room 228 of the Multi-Service Center.

**B. Quarterly Figures.**

Discussion ensued re: asking Mr. Andrews to present quarterly figures after the 15<sup>th</sup> of each month.

**C. Approve meeting minutes from previous meetings: October 6, 2010.**

**MOTION:** Ms. Cottuli moved to approve the meeting minutes of October 6, 2010. Mr. Gray seconded.

**VOTE: (6-0-2)**

**Mr. White & Ms. Donahue abstained**

**VI. ADJOURNMENT**

**MOTION:** A motion was made & seconded to adjourn the meeting at 8:25 P.M.

**VOTE: Unanimous (8-0-0)**

Respectfully submitted,

Kelly Barrasso  
Kelly Barrasso, Transcriptionist

Date signed: 12/8/10

Attest: William R.C. White  
William R.C. White, Clerk  
WAREHAM FINANCE COMMITTEE

Date filed: 12/9/10

Date copy sent to Town Clerk: 12/9/10

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