

MINUTES OF MEETING OF WAREHAM FINANCE COMMITTEE

Date of Meeting: December 8, 2010

Date of Transcription: December 9, 2010

Transcribed by: Kelly Barrasso

I. CALL MEETING TO ORDER

The meeting was called to order at 6:33 P.M.

II. ROLL CALL

Members Present: Donna Bronk, Chairman
William R.C. White, Clerk
Bonnie Cottuli
David Trudell
Sam Gray
Frank Heath

Members Absent: Dick Paulsen
Marilyn Donahue
Dominic Cammarano

III. BUSINESS

A. Reserve Fund Transfer Requests.

There are three Reserve Fund Transfer Requests that were submitted. They are the following:

- #02-11 – LIUNA Employer Contribution – Amount Requested: \$2,654.73.

The purpose of the request is to fund underpayment of Laborers' International Union of North America, employer's contribution. The request is extraordinary or unforeseen because LIUNA performed an audit for the collective bargaining units. It was determined that the Town did not contribute the correct amount for the Municipal Forepersons' Association. The documentation was reviewed & the Town is in agreement. The amount requested needs to be paid to avoid any future penalties and interest.

- #03-11 – Professional Services – Amount Requested: \$10,300.00.

The purpose of the request is to fund the filing fees for twenty (20) land court petitions. Each deposit/filing fee is \$515.00. The request is extraordinary or unforeseen because it has been determined that the Town should fund its land court filing fees to expedite the foreclosure process on delinquent accounts. The attorneys waive all other legal costs

until the properties are redeemed or sold at auction, but due to the number of tax title properties heading toward foreclosure, they can only process ten (10) properties at one time. All collection costs are eventually returned to the Town.

- #04-11 – Selectmen – Advertising – Amount Requested: \$6350.00

The purpose of the request is to cover the additional advertising requested by the Town Administrator in the Selectmen's budget. The request is extraordinary or unforeseen because normally, the Town would only advertise in one local newspaper. Due to the Warrant not being published in the spring, the Town Administrator wanted the document published in all three weekly newspapers. The additional cost was not known by the Town Clerk when preparing this budget in the spring.

Discussion ensued re: Request #03-11. Discussion ensued re: how these fees were paid for before. Mr. Trudell reminded the FinCom that Mr. Foster, Treasurer/Collector has a contract w/ a company that helps the Town proceed w/ tax title. The Town doesn't pay the company until collections on properties are made.

Discussion ensued re: Request #04-11.

MOTION: Mr. Gray moved to approve Reserve Fund Transfer Requests #02-11 in the amount of \$2,654.73, #03-11 in the amount of \$10,300.00, & #04-11 in the amount of \$6,350.00. Ms. Cottuli seconded.

VOTE: Unanimous (6-0-0)

Brief discussion ensued re: the cost of advertising & whether or not it is advisable to spend so much money in publishing in more than one newspaper.

B. Update on VADAR System training.

Mr. Heath discussed those whom have had training. He discussed a review of reports being generated by VADAR & trying to come to an agreement as to the format of reports needed. It has been stated that if VADAR cannot produce the type of reports needed, the Town Administrator will look elsewhere for a different program. VADAR has agreed to supply these reports & VADAR is supposed to present something to the Town Administrator as well as Powers & Sullivan relative to this. Mr. White understands this presentation has been made.

Mr. Heath explained the intent is to have Powers & Sullivan come before the FinCom to present these reports. The reports being proposed are understandable & reasonable. He discussed what the report outlines. He & Mr. White are encouraged w/ how things are going along.

Ms. Bronk reminded the FinCom that Powers & Sullivan will come before the FinCom on January 5, 2010.

Discussion ensued re: lack of figures/data received by the FinCom to date & how these proposed reports will be beneficial.

Mr. Trudell expressed concern re: changes being requested of VADAR relative to the generating of reports & the cost to the Town for these changes. Mr. Heath explained there is no general ledger system w/in the VADAR system. This is one of the criticisms of VADAR. It is a data-based system & it wasn't designed for use w/ large municipalities. Mr. Heath stated Mr. Underhill, the Data Processing Administrator informally commented to him this system is currently utilizing five (5) servers. In addition, Microsoft access will be stopping support Microsoft access upon which the VADAR system depends w/in the next few years, thus, there may be a need to look into a new accounting system. He would like Mr. Underhill to come before the FinCom & speak to these issues. Mr. Heath doesn't feel there are enough resources in the Accounting Department for the implementation of a new system.

C. Discussion: WPCF.

Discussion ensued re: the EDU system vs. actual usage system. Mr. White feels there should be a group of citizens to evaluate options. Ms. Cottuli feels accurate numbers/figures need to be established first (re: the WPCF). Mr. Heath still doesn't feel enough information is being given to the FinCom from the Administration.

Mr. Heath discussed Mr. Camphina's (WPCF Superintendent) proposal to lower septage fees at the plant & Mr. Camphina not having any backup information or support when he proposed this to the BOS. He again reiterated that the FinCom is not getting the information it needs.

NOTE: The discussion went back to item III. Business – B. Update on VADAR System training.

Mr. Trudell understood the FinCom was told a new accounting system was going to be put into place. Ms. Bronk stated the FinCom was told there would be an update to the accounting system, not a whole new system.

Mr. Trudell expressed concern that down the road the VADAR system will not be viable if the Microsoft access portion of the program is not supported by Microsoft. He questioned when this VADAR system was purchased & why issues w/ it are being addressed now. Mr. Heath discussed issues w/ the system & Town procedures relative to accounting in the past. Discussion ensued.

Mr. Gray questioned if the Town should be spending time & effort on a system when it may not be supported in the near future. Ms. Bronk feels progress is being made. She suggested possibly having a study done on what other towns do (utilize). Mr. Heath stated he doesn't want a study; he wants a plan.

Mr. Gray feels this matter of the accounting system should be the #1 priority & a plan set that addresses data/information that can be generated in a timely fashion. Ms. Bronk feels this is a discussion to have w/ the Town Administrator at the next FinCom meeting.

Brief discussion ensued re: the chart of accounts recommended by the State & its implementation as of July 1, 2010 by the Town Accountant's office.

D. Discussion: Process of working w/ the Administration.

Mr. Bronk suggested the FinCom coming up w/ core questions to give the Administrator ahead of time, prior to FinCom meetings.

Ms. Bronk noted she is getting pressure to obtain numbers from the Administration. Mr. Trudell feels the FinCom should have a meaningful discussion w/ Selectman Donahue relative to obtaining data. Discussion ensued. The FinCom members concurred to have Ms. Bronk speak w/ Selectman Donahue & to have Mr. White speak w/ Selectman Cruz about this matter.

Mr. Heath & Mr. Gray stated they will come up w/ questions for the Administrator & in turn, they expect productive answers.

E. Discussion re: Capital Budget.

Mr. Trudell stated that Mr. Slavin, a member of the Capital Planning Committee has taken items from last year & drafted a capital budget for this year, mostly related to vehicles & needs. The Administrator will count this as a five-year plan. The Administrator will be submitted a five-year plan to the BOS this week.

Mr. Trudell discussed points made at the most recent Capital Planning Committee meeting such as working to get forms together re: requests & requesting Mr. Gifford, Municipal Maintenance Director prepare estimates & a list of issues (for example, buildings, facilities, dams, etc.). Brief discussion ensued.

Mr. Trudell discussed a request for \$50,000.00 for a police building study. He discussed the idea of a public safety complex which would include EMS & the Fire District. Discussion ensued.

Mr. Heath stated there is a need for a fixed asset inventory. He asked if this will be done. Mr. Trudell feels this has fallen by the way side.

Mr. Heath asked Mr. Trudell if the WPCF has approached the Capital Planning Committee for any capital items. Mr. Trudell stated the Administrator has produced information on pump stations.

Mr. Heath asked if the Administrator or the School Dept. discussed w/ the Capital Planning Committee that they both were going out separately for RFP's for the school buses. Mr. Trudell stated the Administrator did, but the School Dept. did not.

F. Approval of meeting minutes: October 13, 2010, October 20, 2010, October 25, 2010, & November 2, 2010.

MOTION: Ms. Cottuli moved to approve the meeting minutes of October 13, 2010. Mr. Gray seconded.

VOTE: Unanimous (6-0-0)

MOTION: Ms. Cottuli moved to approve the meeting minutes of October 20, 2010. Mr. Gray seconded.

**VOTE: (5-0-1)
Mr. Trudell abstained**

MOTION: Ms. Cottuli moved to approve the meeting minutes of October 25, 2010. Mr. White seconded.

**VOTE: (4-0-2)
Mr. Trudell & Mr. Gray abstained**

MOTION: Ms. Cottuli moved to approve the meeting minutes of November 2, 2010. Mr. White seconded.

**VOTE: (5-0-1)
Mr. Gray abstained**

F. Next meeting date/meeting schedule.

Mr. Heath discussed when the School Committee will be holding discussions & a hearing on the school budget. They will be voting on their budget on January 26, 2010.

Discussion ensued re: how much the FinCom should be meeting. Ms. Cottuli suggested bi-weekly at a minimum. Meeting dates were discussed. Mr. Heath feels that a FinCom member needs to be present at School Committee meetings & Community Preservation Committee meetings (which also fall on Wednesday evenings). Discussion ensued re: meeting on opposite nights as the School Committee. Mr. Trudell feels the FinCom's point person(s) should be following important committees/matters, such as the School Committee, the WPCF, the Administrator, etc.

Discussion ensued re: having a master calendar.

The FinCom members concurred to meet on December 15, 2010

Brief discussion ensued re: the Administrator's budget presentation to the BOS next week.

IV. ANY OTHER BUSINESS

Mr. White noted Town Meeting issues, the Warrant, & the Warrant process. He proposed preparing a basis for votes on articles, including pros & cons. Discussion ensued.

V. ADJOURNMENT

MOTION: A motion was made & seconded to adjourn at 8:40 P.M.

VOTE: Unanimous (6-0-0)

Respectfully submitted,

Kelly Barrasso
Kelly Barrasso, Transcriptionist

Date signed: 12/28/10

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

Date filed: 12/28/10

Date copy sent to Town Clerk: 12/28/10