

# MINUTES OF MEETING OF WAREHAM FINANCE COMMITTEE

**Date of Meeting: March 23, 2011**

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

Ms. Donahue called the meeting was called to order at 6:30 P.M.

## **II. ROLL CALL**

Members Present: Donna Bronk, Chairman (Arrived at 6:37 P.M.)  
Marilyn Donahue, Vice Chairman  
William R.C. White, Clerk  
Dick Paulsen  
Bonnie Cottuli  
Dominic Cammarano (Arrived at 6:42 P.M.)  
David Trudell (Arrived at 8:45 P.M.)  
Frank Heath  
Sam Gray

Also Present: Claire Smith, Town Moderator  
Elizabeth Zaleski, Town Accountant

## **III. BUSINESS**

### **A. Departmental Budget Discussion re: Town Accountant Department.**

Ms. Zaleski discussed the Town Accountant's departmental budget. She discussed that salaries are down slightly from the information the FinCom received previously. She noted contractual obligations & gave an explanation of her contract.

Ms. Zaleski discussed staffing in her department & noted the time constraints & workloads.

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

Ms. Zaleski described the job descriptions of her staff, what they do, & expectations of her staff.

Ms. Zaleski discussed what is included in the department's expenditures, for example, staff members to attend classes relative to fund accounting.

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

Ms. Zaleski noted that VADAR contracts are put under the Technology Dept. budget.

Discussion ensued re: the formatting of reports. Ms. Zaleski stated the February report will be forthcoming, hopefully by next week's meeting. Mr. Heath asked for an Excel spreadsheet of information. Brief discussion ensued.

Ms. Zaleski discussed the conferences line item & conferences she & staff have attended.

## **B. Health Insurance Trust Fund.**

Ms. Bronk stated that she met w/ the Town Administrator & was told he & Dr. Rabinovith, School Superintendant are having discussions & making many adjustments relative to the budget. She discussed the proposal of a Health Insurance Trust Fund holiday to take place in December. Ms. Zaleski discussed a "holiday premium" planned for FY2012. She explained that approx. \$893,000.00 will not be paid into the Trust Fund in December, but there will still be a generous amount left in the Trust Fund. This savings will provide approx. \$693,000.00 for the schools & approx. \$200,000.00 for the Town-side. This is a one-time action.

Mr. Paulsen asked how much is in the Trust Fund presently. Ms. Zaleski stated she submitted a report relative to the Trust Fund & monies are broken out. She explained contributions. She stated the balance in the Trust Fund is roughly in the \$2 million range.

Ms. Zaleski discussed in depth the in-kind report she submitted. She noted the Town basically supports the schools in the amount of \$9 million. Discussion ensued re: school retirees & school employee healthcare.

Ms. Zaleski discussed the administrative costs/services the Town provides to the schools. Thus, the schools are being charged for administrative services the Town provides.

**NOTE:** Discussion ensued re: a request for a joint meeting of the FinCom & the BOS re: the FY2010 audit presentation & when to hold said meeting. The FinCom members concurred to meet at 5:30 P.M. on March 30<sup>th</sup>. Ms. Bronk will check w/ the Town Administrator to see if they concur w/ this meeting time.

## **C. Special Town Meeting Warrant Articles.**

The FinCom proceeded to review & discuss the Special Town Meeting Warrant articles.

Ms. Zaleski explained why there is a Special Town Meeting Warrant this spring.

Article 1 – FY2011 Budgetary Adjustments

Ms. Zaleski discussed at length the reason for specific adjustments/transfers.

Article 2 – EMT Association Union Contract.

Ms. Zaleski discussed.

Article 3 – Tri-Annual Revaluation

Ms. Zaleski explained it is not just the Town that gets revaluated, but it also includes the two Fire Districts as well. The bill for the revaluation will be split between the three entities. She gave a break-down of costs for each entity. She stated the only draw-back would be is if a Fire District didn't pay their portion, then the Town would still have to pay the Fire District's portion to make sure that the tax rate is set.

Article 4 – Appropriation Deficits

Ms. Zaleski explained what appropriation deficits are. She stated she will provide a summary of these appropriation deficits to be part of the explanation in the Warrant.

#### Article 5 – Emergency Sewer Main Repair

Ms. Zaleski discussed the emergency repair needed & the Reserve for Debt line item.

#### Article 6 – Community Preservation – Unallocated Fund Balance

Ms. Zaleski explained.

#### Article 7 – Community Preservation – Reserves

Ms. Zaleski discussed the issue re: CPC reserves & how it can be rectified. She added that the motion on this article will indicate the change(s) that need to be made.

#### Article 8-13 – Union Contracts

Ms. Zaleski stated that these articles were put on this Warrant in case any of these unions settle their contracts prior to Town Meeting.

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

Discussion ensued re: motions for articles. Ms. Smith understands that the proponents of the articles will be presenting the motions. This was agreed upon last year.

Discussion ensued re: speaking to Ms. Smith in the future relative to the budget & how it will be handled at Town Meeting, such as amendments made to the budget on Town Meeting floor.

### **E. Annual Town Meeting Warrant Articles.**

Discussion ensued re: deadline for FinCom to vote on all articles & printing & email received from the BOS Chair relative to moving up the printing of the Warrant. A majority of the FinCom members concurred to stay w/ the current deadline schedule.

**MOTION: Mr. Paulsen moved to stay w/ the FinCom's current voting & printing time schedule. Mr. White seconded.**

**VOTE: (7-0-1)  
Ms. Donahue abstained**

Article 1 – Election of Officers

Article 2 – Contract Applications

Article 3 – Compensating Balance Agreements

Article 4 – Reports to Town Meeting

Article 5 – Elected Officials' Salaries

**MOTION: Ms. Cottuli moved Favorable Action on Articles 1-5 of the 2011 Annual Town Meeting Warrant. Mr. White seconded.**

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

Article 7 – Upper Cape Cod Vocational Technical School Budget

Ms. Bronk stated Kevin Farr, Superintendant of Upper Cape will make a budget presentation to the BOS on March 29<sup>th</sup>.

Article 10 – EMS Budget

**MOTION: Ms. Cottuli moved Favorable Action on Article 10 of the 2011 Annual Town Meeting Warrant. Mr. Cammarano seconded.**

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

Article 11 – Harbormaster Permit Fees/Seasonal Employees

Discussion ensued re: if seasonal employees are already included in the budget. The FinCom members looked at the budget & seasonal employees seem to already be included. The FinCom concurred to ask the Town Administrator re: this matter.

Article 12 – Revolving Funds

The FinCom concurred to defer voting on this article until they receive clarification that these Revolving Funds are w/in allowable limits.

Article 13 – All Day Kindergarten Revolving Fund

**MOTION: Ms. Cottuli moved Favorable Action on Article 13 of the 2011 Annual Town Meeting Warrant. Mr. Cammarano seconded.**

**NOTE:** Discussion ensued re: a need for clarification on this article.  
Ms. Cottuli & Mr. Cammarano withdrew their motions.

Mr. Cammarano left the table at this time.

Article 15 – Signage Inventory

Ms. Cottuli felt this matter was already included in the Municipal Maintenance budget. Mr. White feels this article pertains the funding source. Ms. Cottuli doesn't feel this makes sense. Discussion ensued re: if this is a second source of money for the signage. The FinCom concurred to obtain clarification on this article.

**NOTE:** Mr. Cammarano returned to the table at this time.

Article 16 – Tax Title Filings/Condemned Property

**MOTION: Ms. Cottuli moved Favorable Action on Article 16 of the 2011 Annual Town Meeting Warrant. Mr. Paulsen seconded.**

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

Mr. Cammarano stated he will look into explanations for articles 12-14.

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

Mr. White will look into explanations for articles 15 & 17.

Article 20 – Rescind Passport Revolving Fund

**MOTION:** Ms. Donahue moved Favorable Action on Article 20 of the 2011 Annual Town Meeting Warrant. Mr. Gray seconded.

**VOTE: (8-0-1)**  
**Mr. Trudell abstained**

Article 23 – Cemetery Lots/Graves Sales

Article 24 – Cemetery Perpetual Care Interest Fund

**MOTION:** Mr. Cammarano moved Favorable Action on Articles 23 & 24 of the 2011 Annual Town Meeting Warrant. Mr. Gray seconded.

**VOTE: (8-0-1)**  
**Mr. Trudell abstained**

Article 25 – Community Events Fund

**MOTION:** Mr. Paulsen moved Favorable Action on Article 25 of the 2011 Annual Town Meeting Warrant. Mr. White seconded.

**VOTE: (8-0-1)**  
**Mr. Trudell abstained**

Article 26 – Police Cruisers Lease

Mr. Trudell explained this article deals w/ the second year payment of the original lease agreement for the police cruisers plus one supervisor.

**MOTION:** Mr. White moved Favorable Action on Article 26 of the 2011 Town Meeting Warrant. Mr. Gray seconded.

**NOTE:** Ms. Donahue feels this money already appears in the budget. Mr. Heath stated it still needs to be voted upon.

**VOTE: Unanimous (9-0-0)**

Article 27 – Police Vehicle Defibrillators

Mr. Trudell stated that the Capital Planning Committee recommended this capital purchase stay as a Warrant article.

Mr. Paulsen understood that there were already defibrillators in police vehicles. Mr. Trudell stated this is correct.

Present before the FinCom: Alan Slavin, Capital Planning Committee

Mr. Slavin explained that the defibrillators in police vehicles presently are old & need to be upgraded. They are outdated presently.

Discussion ensued re: if this request is for 12-15 units vs. 32 as was requested previously.

Mr. Paulsen asked how often these defibrillators are utilized. Discussion ensued re: the importance of having them in police cruisers because police are usually first responders.

**MOTION: Mr. Cammarano moved Favorable Action on Article 27 of the 2011 Annual Town Meeting Warrant. Ms. Cottuli seconded.**

**VOTE: (7-2-0)  
Mr. White & Mr. Paulsen opposed**

Article 28 – Police Cruisers Lease

It was explained that this article deals w/ three new police cruiser leases.

Brief discussion ensued re: buying new vs. leasing, keeping the fleet upgraded, & if there is a plan to start buying vehicles.

**MOTION: Mr. Trudell moved Favorable Action on Article 28 of the 2011 Annual Town Meeting Warrant. Ms. Donahue seconded.**

**VOTE: Unanimous (9-0-0)**

Article 30 – Marriage Intention Record Books

Ms. Donahue expressed concern re: having it limited to one purpose.

**MOTION: Mr. Cammarano moved Favorable Action on Article 30 of the 2011 Annual Spring Town Meeting Warrant. Mr. Paulsen seconded.**

**VOTE: (8-0-1)  
Ms. Donahue abstained**

Article 37 – Affordable Housing Trust Fund – Conveyance of Land

Ms. Donahue will look into this article.

Article 38 – Petition: Appointment of Director of Assessment

**MOTION: Mr. Cammarano moved Favorable Action on Article 38 of the 2011 Annual Town Meeting Warrant. Ms. Cottuli seconded.**

**NOTE:** Ms. Donahue asked if the FinCom is going to get involved w/ non-financial matters. Brief discussion ensued.

**VOTE: (6-3-0)**  
**Mr. Trudell, Mr. Paulsen, & Mr. White opposed**

Article 40 – Petition: Accept Layout of Rock Marsh Road

Present before the FinCom: Alan Slavin, Planning Board

Mr. Slavin explained that the petitioners want the Town to pay \$30,000 & this article goes against an agreement that was made w/ the Town Administrator. Brief discussion ensued.

**MOTION: Mr. Cammarano moved Favorable Action on Article 40 of the 2011 Annual Town Meeting Warrant. Ms. Cottuli seconded.**

**VOTE: (0-7-2)**  
**Ms. Bronk, Ms. Donahue, Ms. Cottuli, Mr. Cammarano, Mr. White, Mr. Gray & Mr. Heath opposed**  
**Mr. Trudell & Mr. Paulsen abstained**

Article 41 – Petition: Repeal Article 5, Section 580 – Wind Energy Facilities

Mr. Trudell will obtain information re: this article.

Article 42 – Petition: Amend Bylaws – Nitrogen Net Zero for New Construction

Mr. Paulsen will obtain information re: this article.

**F. Set Date for Public Hearing on Warrant/Budget.**

The FinCom members concurred to hold a public hearing on the Warrant/budget on April 13, 2011.

**G. Warrant Deadlines.**

The FinCom members briefly reviewed Warrant deadlines.

**H. Approve meeting minutes: March 9, 2011.**

**MOTION: Ms. Donahue moved to approve the meeting minutes of March 9, 2011. Mr. Paulsen seconded.**

**VOTE: (8-0-1)**  
**Mr. White abstained**

**IV. ADJOURNMENT**

**MOTION: Mr. Cammarano moved to adjourn the meeting at 9:30 P.M. Mr. White seconded.**

**VOTE: Unanimous (9-0-0)**

Respectfully submitted,

Kelly Barrasso  
Kelly Barrasso, Transcriptionist

Date signed: 3/30/11

Attest: William R.C. White (B)

William R.C. White

WAREHAM FINANCE COMMITTEE

Date filed: 3/31/11

Date copy sent to Town Clerk: 3/31/11