

**MINUTES OF MEETING OF WAREHAM FINANCE COMMITTEE**

**Date of Meeting: July 6, 2011**

**I. CALL MEETING TO ORDER**

The meeting was called to order at 6:30 P.M.

**II. ROLL CALL**

Members Present: Frank Heath, Chairman  
David Trudell, Vice Chairman  
Sam Gray, Clerk  
Donna Bronk  
Dick Paulsen  
Dominic Cammarano (Arrived at 6:40 P.M.)  
Larry McDonald  
Rene Pickett (Arrived at 6:45 P.M.)

Member Absent: Bonnie Cottuli

Also Present: Mark Andrews, Town Administrator  
Derek Sullivan, Financial Analyst  
Michael Schneider, BOS Liaison

**III. CITIZENS PARTICIPATION  
(NONE)**

**IV. MINUTES TO BE APPROVED**

**A. Approve meeting minutes of May 18, 2011, June 1, 2011, June 8, 2011.**

**MOTION: Ms. Bronk moved to approve the meeting minutes of May 18, 2011.  
Mr. Gray seconded.**

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

**MOTION: Ms. Bronk moved to approve the meeting minutes of June 1, 2011.  
Mr. Gray seconded.**

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

**MOTION: Ms. Bronk moved to approve the meeting minutes June 8, 2011. Mr.  
Gray seconded.**

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

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

### **A. State Budget Process.**

Mr. Andrews explained the State budget process is winding down. It includes the local aid projection for 2012. He stated that the Governor has until 7/11/11 to make amendments to the budget. He stated all estimates carried in the Town's budget are in tact. He noted that there may be a slight chance that more money may become available to the Town.

Mr. Heath asked if more money does become available to the Town, will there be a priority list & will the FinCom be able to review this list prior to any of this money is expended. Mr. Andrews stated there will be a priority list that he will set up, but he doesn't anticipate a large amount of money (if any at all).

Mr. Heath noted that it would be helpful if Mr. Andrews coordinated w/ Dr. Rabinovitch, School Superintendent on any school funding that may become available.

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

### **B. Audit.**

Mr. Andrews stated he spoke w/ a representative of Powers & Sullivan (Auditors) this morning. The auditors plan on coming back at the end of July to close out FY2010 & they are also working on FY2011. He would like to get back on cycle for FY2011. It is expected that a draft audit document should be available in October for FY2011.

Mr. Andrews spoke re: priorities for FY2010 & FY2011 audits & Free Cash.

Mr. Gray asked if the auditors have given a date for the completion of the FY2010 audit. Mr. Andrews stated there is no date certain. Mr. Gray stated he would like to have an estimated date for the closing of the FY2010.

Mr. Paulsen asked where the \$919,000 audit issue stands presently. Mr. Andrews stated this matter will be included in the audit disclosure. Mr. Paulsen asked if this amount has been reduced. Mr. Andrews stated a lot of work has been done by the auditors for FY2010 & an update will be provided when the auditors come back.

Ms. Bronk asked if figures will be received by the FinCom more expeditiously than in the past. She noted the importance of receiving figures on a timely basis.

Mr. Andrews stated the audit report that was presented back in March was heard by everyone for the first time at that meeting. He won't make an opinion on the audit. He wants to see the auditors report before coming to any conclusions. He again stated the audit process needs to get back on cycle. His goal is to get the audit cycle back on target.

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

Ms. Bronk stated that it had been said that Mr. Andrews was aware of the situation & information relative to accounting issues back in November, not March. She feels Mr.

Andrews was aware of the accounting/financial situation long before the auditor gave his report in March. She again stated that information needs to be received by the FinCom promptly.

Mr. McDonald stated at the auditors meeting in March, he understood the auditor stated that the beginning balances for FY2011 were sound. He asked if this will make the auditing process for FY2011 more sound. Mr. Andrews stated he will relay this to the auditor's report & opinions. He briefly discussed the audit process that takes shape over time.

Mr. Heath expressed concern re: the timing of receiving audit information in October. Town Meeting is held in October. Until the audit statement is submitted, DOR will not certify Free Cash. He feels October is too late. Mr. Andrews suggested Mr. Heath write a letter to him to forward to the auditors re: this concern. Mr. Heath stated he will address the letter to the BOS directly so the articles can be appropriately addressed.

### **C. Transfers.**

Mr. Heath discussed how this transfer process will proceed. (All transfer request documents are attached as reference).

#### **1. Interdepartmental transfers.**

##### **Exhibit 1 – Elections Expense Account**

##### **Exhibit 2 – Town Meeting Salaries & Town Clerk Expenses**

Present before the FinCom: Mary Ann Silva, Town Clerk

Ms. Silva stated she is deleted the transfer request for the printing & mailing (street list). She stated the reason for the transfer for Exhibit 1 is due to an increase in advertising prices & the need for interpreters at Town Meeting. She explained that there is a need to pay for the ballots. She stated the number of ballots has increased because for every registered voter there needs to be a ballot.

**MOTION:** Mr. Trudell moved to approve the transfer of \$3,076.00 from the Elections Salary Account to the Elections Expense Account (Exhibit 1). Mr. Paulsen seconded.

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

Ms. Silva spoke re: Exhibit 2. She explained she has a deficit in printing & mailing costs. She stated the expensive part is the paper. Her office makes so many copies of documents it becomes a large amount. Also, special paper is required to make copies of vital records. Further, the Town Meeting Salaries account is showing a deficit due to the number of days necessary to complete Town Meeting & there is also a State statute requiring a census be conducted yearly and provide the same in printed form to the public.

**MOTION:** Mr. Gray moved to approve the transfer of \$2,750.00 from the Town Clerk's Salary Account to the Town Meeting Salaries Account & \$1,000.00 from the

**Town Clerk's Salary Account to the Town Clerk Expense Account. (Exhibit 2). Ms. Bronk seconded.**

Ms. Bronk feels the special paper needs of the Town Clerk was approved at a prior Town Meeting. Ms. Silva stated the money is for extra copying on the special paper.

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

**Exhibit 3 – General Services – Postage**

Mr. Andrews explained there was increased postage use due to unforeseen expenses related to Charter questions on the ballot & general increases in mailing.

**MOTION: Mr. Trudell moved to approve the transfer of \$7,350.00 from the Harbormaster Salary Account to the General Services – Postage Account. Mr. Cammarano seconded.**

Mr. Andrews explained why there is a surplus in the Harbormaster Salaries Account. He explained that when the prior Harbormaster departed there was a period of time before the new Harbormaster got up to speed, thus, this resulted in excess funds for the position not being filled for a few months.

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

**Exhibit 4 – COA Salary**

The explanation given for this transfer is that salaries for both Marcia Griswold & Susan P. Green are being paid by the COA Account & there is not enough money to pay both.

Mr. Andrews stated the amount being requested (\$34,000.00) is the difference between Ms. Griswold's & Ms. Green's salaries. Ms. Green is still his assistant & Ms. Green gets a stipend.

**MOTION: Ms. Bronk moved to approve the transfer of \$34,000.00 from the Harbormaster Salary Account, Audit Account, & Harbormaster Expense Account to the COA Salary Account for discussion. Mr. Gray seconded.**

Ms. Bronk stated it seems like two people are doing work for one position. She asked why this is needed. Mr. Andrews stated there was a situation where the COA Director (Ms. Griswold) was put on paid administrative leave. During this leave, Ms. Green filled Ms. Griswold's position temporarily. The amount being requested will close out the fiscal year. He stated Ms. Green is still Acting COA Administrator & Ms. Griswold is assisting per her job description relative to social services.

Ms. Bronk stated it seems like this is adding another position (Ms. Griswold assisting). She is against this transfer especially during this difficult economic time. Mr. Andrews stated it is a difficult circumstance & is monitoring the situation closely. He stated there are two positions. One is his Administrative Assistant (Ms. Green). The other position is COA Director. He noted this is an accounting issue.

Mr. Sullivan explained that \$10,000 will come from the Harbormaster Salary Account, \$12,000 will come from the Audit Account, & \$12,000 will come from the Harbormaster Expense Account.

Mr. Trudell questioned where this Audit Account money is coming from. Mr. Andrews stated that all audit bills have been processed & there was \$12,000 left in the account to pay up accounts payable for FY2011. Mr. Trudell stated the FinCom already transferred \$40,000.00 from the Reserve Fund for the audit. He is also beginning to see the Harbormaster Account being tapped for several transfers. Mr. Andrews explained the salary line of the Harbormaster's Account has excess funds. This excess is after all the salaries have been paid for the fiscal year.

Mr. Paulsen asked what the balance is for the Harbormaster Expense Account. Mr. Andrews stated he will get this information.

Mr. Gray asked when the \$40,000.00 was approved from the Reserve Fund for the audit. Mr. Andrews stated it was around the first week in April 2011. Mr. Gray expressed confusion because when this transfer was made, it was a Reserve Fund transfer for audit expenses. Now this money is being pulled out for other expenses. Mr. Andrews stated there were adequate funds available in the Audit Account so that the \$40,000 was not needed. The \$40,000 was to cover any additional costs that may arise, but none of the \$40,000 was needed.

Mr. McDonald asked what the difference between acting vs. interim means. Mr. Andrews attempted to explain the difference. He again stated Ms. Green is receiving a stipend which is being paid out of the COA Salary Account. Ms. Bronk asked how much the stipend is. Mr. Andrews stated he will get this information.

Ms. Bronk asked that this transfer be tabled until the amount of the stipend is known.

**MOTION: Ms. Bronk moved to table the transfer relative to Exhibit 4. Mr. Trudell seconded.**

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

#### **Exhibit 5 – Insurance**

Mr. Andrews stated \$18,100.00 is needed to cover expenses for general liability for the Town as well as unemployment.

**MOTION: Mr. Cammarano moved to approve the transfer of \$18,100.00 from the Street Light Account to the Insurance Account. Mr. Paulsen seconded for discussion.**

Mr. Paulsen asked how much the liability insurance bill was last year & how much has been budgeted for next year. He feels there could be an increase in FY2012. Mr. Sullivan explained the reason for increases was because of the deductible. For FY2011, \$329,750 was budgeted. The actual cost came in at \$336,000 & \$350,000 has been

budgeted for FY2012. Mr. Paulsen feels the \$350,000 figure is on the low side. Brief discussion ensued.

Mr. Trudell asked how much excess there is in the Street Light Account. Mr. Andrews stated this transfer will close out this account. Mr. Trudell stated this seems like a high amount left over in the Street Light Account due to energy increases.

Mr. Paulsen stated that unemployment costs have come up several times in the past several years. He would like to know what the unemployment costs have been over the past several years. Mr. Sullivan stated in FY2011, \$125,000 was budgeted & for FY2012, \$175,000 has been budgeted. He noted that this past April, four employees exhausted their 99 weeks of unemployment. He will follow up on this matter.

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

#### **Exhibit 6 – Personnel Services**

**MOTION: Mr. Trudell moved to approve the transfer of \$1,000.00 from the Sick Leave Account to the Personnel Services Account. Mr. Cammarano seconded.**

Mr. Andrews explained this transfer is needed due to advertising costs.

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

#### **Exhibit 7 – Building Inspector Regular Salary**

Mr. Andrews explained this transfer is needed to make up for a salary increase due to increases in work assignments not accounted for in the original budget, for example, fires, car accidents, larger scale developments, etc. He noted the Assessor's Dept. had excess funds.

**MOTION: Mr. Cammarano moved to approve the transfer of \$12,000.00 from the Assessor's Account to the Building Inspector Regular Salary Account. Mr. Gray seconded.**

Mr. Andrews again explained that some of the inspectors had to come in more than their regular time for alternate work assignments.

Mr. Trudell asked what the amount that is remaining in the Assessor's Account. Mr. Paulsen asked what the balance is in the "to" account. Mr. Andrews stated he will get this information. He noted he is working w/ the Fire Districts to recoup some of this money from the insurance company.

Mr. Paulsen stated he would like to table Exhibit 7 to obtain balances in these accounts & find out what the trends are.

**MOTION: Mr. Paulsen moved to table Exhibit 7. Ms. Bronk seconded.**

Mr. McDonald stated he understands looking at this, but if this transfer isn't made, what difference would the trends make. Mr. Paulsen stated the FinCom will have no idea

about how much is left in the Assessor's Account or in the Building Inspector Regular Salary Account or how this line item (Building Inspector Regular Salary Account) has changed over time.

Mr. Heath stated in this situation, the excess in the Assessor's Account comes from Free Cash & the Building Dept. has a deficit.

Discussion ensued re: what happens if this isn't paid at this time.

Present before the FinCom: Myles Burke, Director of Inspectional Services

Mr. Andrews doesn't feel the trends will give any additional light to this area.

Mr. Burke explained that he inherited a budget that was underfunded & understaffed. There is a need to supplement part-time staff levels not accounted for in the original budget. He noted the current Building Inspector will now be taking an outside position in another Town.

Mr. Burke discussed revenue intake & trending. He stated the Building Dept. is showing revenue to support work. He has tried to work w/ the fire chiefs on minimizing what is expected re: the Building Inspectors & assignments.

Mr. Paulsen stated he would like to table this matter & discuss it next week.

Mr. Cammarano stated the bottom line is not getting involved w/ the day-to-day issues w/ these transfers.

Mr. McDonald feels this is an important process w/in the budget process. He agrees that garnering more information is for the better, but these items need to be paid some way.

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

**Mr. Cammarano & Mr. McDonald opposed**

#### **Exhibit 8 – WPCF Payroll Salary Account**

Present before the FinCom: Guy Camphina

Mr. Camphina stated he is looking to take \$93,000.00 from the WPCF Expenses Account & put it in the WPCF Payroll Salary Account. He stated this \$93,000.00 should have gone into the WPCF Salary Account to begin with.

**MOTION: Ms. Bronk moved to approve the transfer of \$93,000.00 from the WPCF Expenses Account to the WPCF Payroll Salary Account. Mr. Trudell seconded.**

Mr. Gray asked if all of this money comes from the spring of 2010, why was it not realized what was happening for 15 months. Mr. Camphina discussed how these figures came to be.

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

## **Exhibit 9 – Police Salary Regular Account**

Present before the FinCom: Chief Stanley, Chief of Police

Chief Stanley noted that on the transfer form, the “to” & “from” columns are backwards & should be reversed.

**MOTION:** Mr. Trudell moved to approve the transfer of \$3,000.00 from the Police Drug Money (LET) S&W to the Police Salary Regular Account & \$3,000.00 from the Police Gift S&W to the Police Salary Regular Account. Ms. Bronk seconded.

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

## **Exhibit 10 – Police Salaries – Regular & Police Salary Budget**

**MOTION:** Mr. Trudell moved to approve the transfer of \$8,000.00 from the Animal Control Salaries Regular Account to the Police Salaries Regular Account & \$17,000.00 from the Police Expense Budget to the Police Salary Budget. Mr. Cammarano seconded.

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

## **Exhibit 11 – CPF Police Infrastructure Salary Account**

Chief Stanley noted that the “to” and “from” columns are reversed for this exhibit.

**MOTION:** Mr. Trudell moved to approve the transfer of \$10,000.00 from the CPF Police Infrastructure Salary Account to the Police- Regular Salary Account. Ms. Bronk seconded.

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

**NOTE:** Mr. Andrews stated relative to the July 5, 2011 memo the FinCom has received, he noted this can be handled at another meeting. He would like to address this memo first w/ the BOS.

Mr. Paulsen stated he would like a spreadsheet of gifts, gift trends, etc. Mr. Gray concurred.

Mr. Heath stated the FinCom can postpone discussion of this July 5<sup>th</sup> memo & future actions re: the memo at next week’s meeting.

## **Exhibit 12 – MM/TB R&M Vehicles & MM/TB Outside Contractors**

Present before the FinCom: Mark Gifford, Director of Municipal Maintenance

Mr. Gifford explained there were unforeseen expenses for the repair & maintenance of vehicles. Also, contractor expenses are State mandated or for safety reasons. This budget was approved at the Annual Town Meeting (April 2010).



**MOTION:** Ms. Bronk moved to approve the transfer of Mr. Cammarano seconded.

Mr. Trudell asked re: outside contractors. Mr. Gifford explained that outside contractors can be, for example, food for the Sheriff's Dept. details, tree services, small drainage projects, Christmas Parade, etc. He discussed the deficit in the propane account & boiler expenses. He stated there were many deficits & the accounts being utilized made it easier to deal w/ the deficits.

Mr. Gifford discussed "back-timing" of salary figures that employees have done work for the WPCF. Mr. Trudell asked if next year's budget will reflect this charge back to the WPCF. Mr. Andrews replied yes. Brief discussion ensued.

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

### **Exhibit 13 – Town Planner's Salary Budget Account**

Present before the FinCom: John Charbonneau, Town Planner

Mr. Charbonneau explained this transfer is needed because Article 1 of the 2010 Fall Town Meeting reduced the Planning Department's salary and wages line item by \$33,000.00 which left the department a deficit of \$28,000.00.

**MOTION:** Ms. Bronk moved to approve the transfer of \$28,000.00 from the Audit Account to the Town Planner's Salary Budget Account. Mr. Trudell seconded.

Mr. Gray stated the \$33,000.00 was taken out & was not to be spent, but it seems to have been spent anyway. Mr. Andrews explained that a portion of the full-time Planner's salary was taken to cover local aid reductions. In the end, the reduction in local aid wasn't as severe. The current Town Planner works three days per week. Ms. Bronk stated this answer doesn't seem clear.

Mr. Gray expressed confusion that the 2010 Fall Town Meeting pulled \$33,000.00 out of the budget & then \$28,000.00 of the \$33,000.00 was spent. He understood Town Meeting stated not to spend this money. Mr. Andrews tried to clarify the reasoning again. He stated this money is needed to pay the current Town Planner's salary for three days per week.

**NOTE:** Mr. Heath yielded the Chair to Mr. Trudell at this time.

Mr. Heath expressed concern re: where this money is coming from (the Audit Account). This money came from the Reserve Fund for audit expenses & he feels it should go back into the Reserve Fund. He feels to utilize this Audit Account money for transfers is inappropriate.

Mr. Andrews asked that this exhibit be tabled.

**MOTION:** Mr. Trudell moved to table Exhibit 13. Mr. Gray seconded.

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

**NOTE:** Mr. Trudell yielded the Chair back to Mr. Heath.

**Exhibit 14 – GF Planning Board Legal Services Account**

Mr. Andrews stated this is a housekeeping transfer.

**MOTION:** Ms. Bronk moved to approve the transfer of \$4,028.00 from the GF Board of Appeals Expense Budget to the GF Planning Board Legal Services Account. Mr. Gray seconded.

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

**Exhibit 15 – GF – Selectmen Office Supplies  
GF – Selectmen – Other Expenses  
GF – Selectmen – Printing & Mailing  
GF – Selectmen – Advertising  
Selectmen Expenses**

Mr. Andrews stated this is a housekeeping transfer & explained.

**MOTION:** Mr. Trudell moved to approve the transfer of \$3,500.00 from Selectmen Salaries & \$14,500.00 from Legal Services to GF – Selectmen Office Supplies, GF – Selectmen – Other Expenses, GF – Selectmen – Printing & Mailing, GF – Selectmen Advertising, & Selectmen Expenses. Ms. Bronk seconded.

Mr. Sullivan discussed the legal services amount of \$14,500.00. He stated this was an accounting error. Brief discussion ensued.

**MOTION:** Mr. Trudell moved to table Exhibit 15. Ms. Bronk seconded.

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

**Mr. Cammarano & Mr. Gray opposed**

**Exhibit 16 – Town Administrator Professional Services  
Town Administrator Expense  
Town Administrator Salaries**

Mr. Andrews explained where the transfer money will come from. He explained that there had been two interns for the Board of Health. This is to reclass intern payment to the Board of Health where the funds were placed to pay Sullivan & Lavin.

**MOTION:** Ms. Bronk moved to approve the transfer of \$2,000.00 from the Board of Health Salaries Account & \$10,000.00 from the Legal Services Account to the Town Administrator's Professional Services Account, the Town Administrator's Expense Account, & the Town Administrator's Salary Account. Mr. Cammarano seconded.

Ms. Bronk asked what the \$10,000.00 from the Legal Account to the Town Administrator's Salary Account is for. Mr. Andrews stated it will cover the salary & expense line for the Town Administrator's budget. This doesn't include increases.

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

**2. Reserve Fund Transfer Request.**

Reserve Fund transfer request #12-11 is for \$6,774.93. The purpose of the request is to fund the account for the remaining fiscal year. The reason this request is extraordinary & unforeseen is because it was unknown at the beginning of the fiscal year that the cell phone amount would exceed the budgeted amount. The account name is Town Administrator – Office Supplies.

Mr. Andrews explained that the appropriate estimate was not put in the correct line item.

**MOTION: Mr. Trudell moved to approve Reserve Fund Transfer Request # 12-11 in the amount of \$6,774.93. Ms. Bronk seconded.**

Mr. Andrews noted there is a negative balance in this account of -\$4774.93. Mr. Paulsen asked what was the budgeted amount for this account in 2011. Mr. Andrews stated it was \$18,000.00 for 2011 & for 2012 it is approximately \$25,000.00.

Brief discussion ensued re: cell phones, cell phone costs, etc.

Mr. Trudell stated he felt the new technology at the Police Dept. would have decreased cell phone usage. He stated there is a need to look closely at cell phone needs & referred back to what the intent of the radio equipment, communications system, etc. was supposed to do.

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

**NOTE:** The meeting proceeded w/ item XI. Communications – 3. Televised meetings – request.

Present before the FinCom: William R.C. White

Mr. White discussed his proposal to film the FinCom meetings on a regular basis, edit, & then air on public access T.V. To get the audio/visual, the meeting room may need to be reconfigured & the use of microphones will be needed. He feels the filming of these meetings will be a means for the FinCom to communicate information to the public.

Mr. McDonald feels it is a good idea to get information out to the public. Ms. Bronk feels it would be a good source to educate people. Mr. Trudell feels greater exposure would provoke more people to attend the meetings. Mr. Cammarano feels to have Mr. White taping the meetings would be nothing but a plus for the committee. Mr. Paulsen asked if surveys have been done to see how many people actually watch televised meetings on public access T.V. Mr. White stated a survey has been done, but he doesn't know the outcome. Mr. Gray stated he supports the taping to educate the public.

**NOTE: The meeting proceeded w/ item VII. Mission Discussion 2011-2012 – 1. Charter responsibilities.**

Mr. Heath discussed what the Charter says relative to the role of the FinCom. He explained the FinCom is expected to educate the public. He feels televising the FinCom meetings will help to do this. He would also like to propose an informational column for the press & the internet website.

Mr. McDonald feels the informational column would be beneficial, but he questioned if it would be the committee as a whole writing it or would it be individual committee members writing it. He expressed some concerns about this. Mr. Heath stated he understands Mr. McDonald's concerns. Mr. McDonald stated when starting a conversation about something, there is a need to be careful about being educational vs. biased. Mr. Heath stated his idea is to have topics, for example, what is a Revolving Account, what is a debt exclusion, etc. There should be clear definitions & understanding.

**NOTE: The meeting proceeded w/ item VIII. Priorities – 1. Audits & Free Cash for 2010 & 2011 & 2. Budgets – a. 2013 Annual Budget, b. 2013 Capital Plan, & c. Five-year Plan.**

Mr. Heath feels the FinCom's priorities should be the audit & the budget. He feels the FinCom should insist on all three items listed on the agenda (shown above in item VIII).

Mr. Gray feels that doing a five-year plan without a Town Accountant will be difficult & hard to get. Mr. Heath stated the analyst in the Town Administrator's Dept. could get information. Mr. Paulsen stated that several interns have been utilized in different departments. He stated Bentley College has interns to do this type of analysis for low cost.

Mr. Heath explained it is not under the FinCom's purview to set up the analysis. This would be under the BOS's purview under the Charter.

Ms. Pickett stated some universities have stipends set up for interns & there is a chance the Town may be able to obtain an intern for free.

Mr. Heath stated there can be an intern to help analyze as to what is presented, but you can't put anything out as to day-to-day, a suggested budget, etc.

Mr. Trudell stated if the FinCom is going to make a decision on the Town Administrator's budget, the FinCom has to put together numbers that allow a meaningful discussion between the FinCom & the Town Administrator on what, for example, a disagreement may be & the reasoning for an amendment. He expressed the importance of a five-year plan.

Mr. Gray noted that we are now in FY2012 & the Town still doesn't have audits for FY2010 or FY2011. To go from this to a five-year plan will require some "horsepower". He again noted the Town is lacking a Town Accountant.

Mr. Heath asked the FinCom to review the responsibilities & requirements of a Town Administrator in the Charter for further discussion at a later date.

Ms. Bronk asked re: an audit committee that had been suggested. Mr. Heath stated the BOS needs to address this. Selectman Schneider stated this suggestion was brought to the BOS & the BOS will follow up on it. He noted the Town Administrator is in favor of such a committee. Brief discussion ensued.

Discussion ensued re: lack of information being presented on the audit.

**NOTE: The meeting proceeded w/ item VI. Committee Affairs – 5. Preliminary meeting dates for the current year.**

The FinCom briefly reviewed the tentative FinCom meeting dates proposed.

**NOTE: The meeting proceeded w/ item VI. Committee Affairs – 6. Committee appointments.**

Mr. Trudell will be the FinCom designee for the Capital Planning Committee & Ms. Cotulli will be the FinCom designee for the Community Events Committee.

**NOTE: The meeting proceeded w/ item XII. New Business (unanticipated items).**

1. Liaisons.

Mr. Heath discussed the proposal of FinCom liaisons to understand the budget process from different departments. He has come up w/ a tentative list of liaisons. He proceeded to read the proposed liaison assignments. (Attached as reference).


Mr. Heath noted that on future agendas, there will be liaison report requests to report on. He added that the remaining items on this agenda will be placed on next week's agenda.

#### **XIV. ADJOURNMENT**

**MOTION: Ms. Bronk moved to adjourn the meeting at 9:20 P.M. Mr. Trudell seconded.**

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

Respectfully submitted,

  
Kelly Barrasso, Transcriptionist

Date signed: 7/13/11

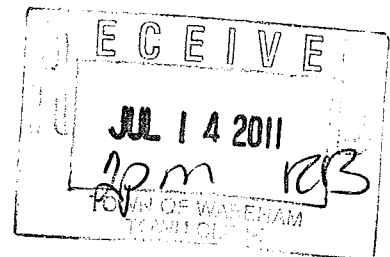
Attest:   
Sam Gray, Clerk  
WAREHAM FINANCE COMMITTEE

Date filed: 7/14/11

Date copy sent to Town Clerk: 7/14/11

A TRUE COPY  
ATTEST

*Mary Ann Silva*  
TOWN CLERK



Town of Wareham  
Transfer Request Form

Exhibit 1

To: Board of Selectmen

From: MARY ANN SILVA

Re: Transfer Request

Date: JUNE 14, 2011

I respectfully request your review and approval of the below transfer of funds.

From Account	To Account	Amount of Request
ELECTIONS SALARY ACCOUNT	ELECTIONS EXPENSE ACCOUNT	\$3,076.00

Reason this transfer is necessary: DUE TO AN INCREASE IN ADVERTISING PRICES AND THE NEED  
FOR INTERPRETERS AT TOWN MEETING.

Mayhem Shri  
Department Head

Mark Andrews  
Town Administrator

Town Accountant

TRUE COPY

Town of Wareham  
Transfer Request Form

Exhibit 2

To: Board of Selectmen

From: MARY ANN SILVA

Re: Transfer Request

Date: JUNE 14, 2011

I respectfully request your review and approval of the below transfer of funds.

From Account	To Account	Amount of Request
TOWN CLERK SALARY	TOWN MEETING SALARIES	\$2,750
TOWN CLERK SALARY	TOWN CLERK EXPENSES	\$1,000
<del>TOWN CLERK SALARY</del>	<del>PRINTING AND MAILING (STREET LIST)</del>	<del>\$1,200</del>

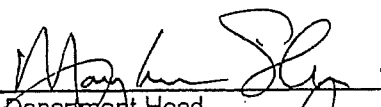
Reason this transfer is necessary: THE ABOVE ACCOUNTS ARE SHOWING A DEFICIT DUE TO

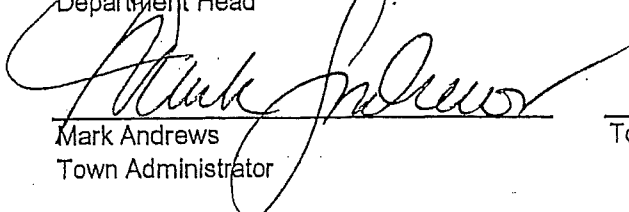
THE NUMBER OF DAYS NECESSARY TO COMPLETE TOWN MEETING.

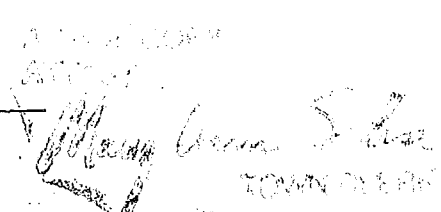
TOWN CLERK'S EXPENSES HAVE INCREASED DUE TO THE AMOUNT OF SPECIAL PAPER USED

FOR VITAL RECORDS, CHARTER AND TOWN BYLAWS.

STATE STATUTE REQUIRES A CENSUS BE CONDUCTED YEARLY AND PROVIDE SAME IN PRINTED FORM TO THE PUBLIC.

  
Department Head

  
Mark Andrews  
Town Administrator

  
Town Accountant



Town of Wareham  
Transfer Request Form

Exhibit 3

To: Board of Selectmen

From: Susan P. Green

Re: Transfer Request

Date: June 30, 2011

I respectfully request your review and approval of the below transfer of funds.

From Account	To Account	Amount of Request
Harbormaster Salary	General Services - Postage	7350 <sup>00</sup> / <sub>100</sub>

Reason this transfer is necessary:

Increased postage use due to unforeseen  
expenses related to Charter questions on  
ballot and general increase in mailings.

Susan P. Green  
Department Head

Mark Andrews  
Town Administrator

Town Accountant

A TRUE COPY  
OF THE

May Ann Silva  
TOWN CLERK

Town of Wareham  
Transfer Request Form

Exhibit 4

To: Board of Selectmen

From: Susan P. Green

Re: Transfer Request

Date: June 30, 2011

I respectfully request your review and approval of the below transfer of funds.

From Account	To Account	Amount of Request
Harbormaster Salary	COA Salary	\$34,000.00
Audit		
Harbormaster - exp		

Reason this transfer is necessary:

Salaries for both Marcia Griswold and  
Susan P. Green are being paid by COA account  
and there's not enough money to pay both.

Susan P. Green  
Department Head

Mark Andrews  
Town Administrator

Town Accountant

A TRUE COPY  
ATTEST

Mary Ann Silva  
TOWN CLERK

Town of Wareham  
Transfer Request Form

Exhibit 5

To: Board of Selectmen

From: Susan Green

Re: Transfer Request

Date: 6/30/2011

I respectfully request your review and approval of the below transfer of funds.

From Account	To Account	Amount of Request
Street Lights	Insurance	18,100

Reason this transfer is necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Head

Mark Andrews  
Town Administrator

Town Accountant

Town of Wareham  
Transfer Request Form

Exhibit 6

To: Board of Selectmen

From: Susan Green

Re: Transfer Request

Date: 6/30/2011

I respectfully request your review and approval of the below transfer of funds.

From Account	To Account	Amount of Request
Sick Leave	Personnel Services	1000

Reason this transfer is necessary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department Head

Mark Andrews

Town Administrator

Town Accountant

Town of Wareham  
Transfer Request Form

Exhibit 7

To: Board of Selectmen

From: Myles Burke

Re: Transfer Request

Date: JUNE 30, 2011

I respectfully request your review and approval of the below transfer of funds.

From Account	To Account	Amount of Request
ASSESSORS	1000-2-2400-1-0000-	12,000
	0000-511000-00	
	Building Inspectors Regular Salary	

Reason this transfer is necessary: Make up for salary increase due to increases in work assignments not accounted for in original budget (IE - Fires, Condo accidents, large scale developments (Rosebrook, 861 Main St, Union Pond, 361 Main St))

[Signature]  
Department Head

[Signature]  
Mark Andrews  
Town Administrator

[Signature]  
Town Accountant

A TRUE COPY  
ATTEST

[Signature]  
TOWN CLERK

Town of Wareham  
Transfer Request Form

Exhibit 8

To: Board of Selectmen

From: W.P.C.

Re: Transfer Request

Date: 6/28/2011

I respectfully request your review and approval of the below transfer of funds.

From Account	To Account	Amount of Request
EXPENSES Budget	PAYROLL SALARY	\$93,000

Reason this transfer is necessary: OVERTIME Line Item NOT  
Replaced after Spring 2010 Town Meeting.

Guy Campanella  
Department Head

Mark Andrews  
Town Administrator

Town Accountant

A TRUE COPY  
ATTEST

Mary Ann Silva  
TOWN CLERK

Town of Wareham  
Transfer Request Form

To: Board of Selectmen

Exhibit 9

From: Police Department

Re: Transfer Request

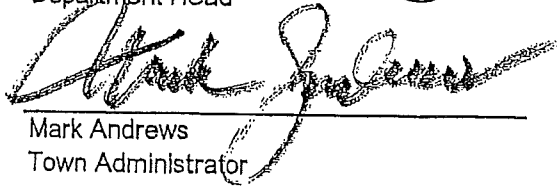
Date: 06/30/11

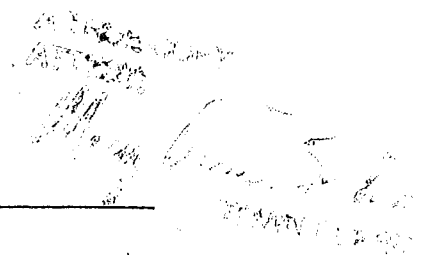
I respectfully request your review and approval of the below transfer of funds.

<del>To</del> <del>From</del> Account	<del>From</del> <del>To</del> Account	Amount of Request
Police Salary Regular 10000-2-2100-1-0000-0000-511000-00	Police Drug Money (LET) S & W 31007-2-2100-1-0000-0000-510000-00	\$3,000.00
Police Salary Regular 10000-2-2100-1-0000-0000-511000-00	Police Gift - S & W 28016-2-2100-1-0000-0000-510000-00	\$3,000.00

Reason this transfer is necessary: To reduce deficit in Police Salaries.

  
Department Head

  
Mark Andrews  
Town Administrator

  
Town Accountant

Town of Wareham  
Transfer Request Form

To: Board of Selectmen

Exhibit 10

From: Police Department

Re: Transfer Request

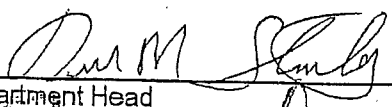
Date: 06/30/11

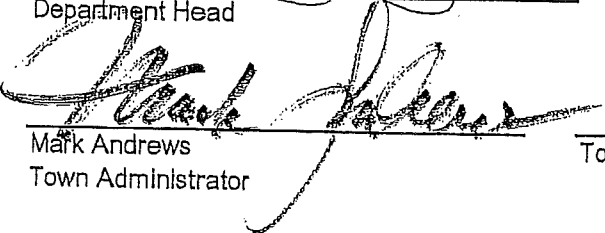
I respectfully request your review and approval of the below transfer of funds.

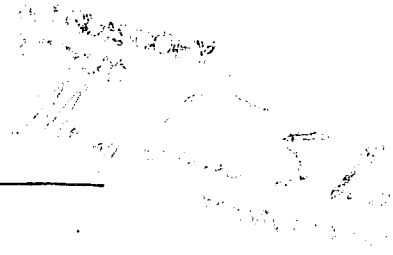
	From Account	To Account	Amount of Request
1.	Animal Control Salaries - Regular	Police Salaries - Regular	\$8,000.00
2.	Police Expense Budget	Police Salary Budget	\$17,000.00

Reason this transfer is necessary: 1. To cover the hours spent by Lt. Walcek overseeing the ACO dept. and to cover time spent by police officers responding to ACO calls during the absence of the full-time Animal Control Officer.

2. To reduce deficit in Police Salaries.

  
Department Head

  
Mark Andrews  
Town Administrator

  
Town Accountant



Town of Wareham  
Transfer Request Form

To: Board of Selectmen

Exhibit 11

From: Police Department

Re: Transfer Request

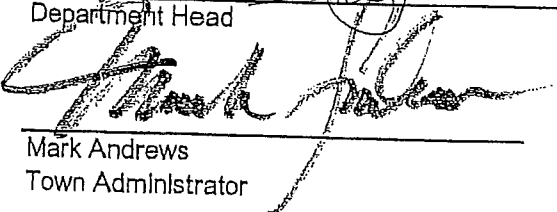
Date: 06/30/11


I respectfully request your review and approval of the below transfer of funds.

<del>From</del> <sup>TO</sup> Account	<del>To</del> <sup>From</sup> Account	Amount of Request
Police - Regular Salaries	CPF Police Infrastructure Salary	\$10,000.00

Reason this transfer is necessary: For time spent overseeing the CIP project by Chief Stanley,  
Sgt. Correia, Communications Officers Johnson & Murphy, and Stephen Rogers (IT).  
(includes several meetings with vendors to obtain pricing and needs)

  
\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Mark Andrews  
Town Administrator

  
\_\_\_\_\_  
Town Accountant

Town of Wareham  
Transfer Request Form

Exhibit 12

To: Board of Selectmen

From: Mark Gifford, Director of Municipal Maintenance

Re: Transfer Request

Date: June 28, 2011

I respectfully request your review and approval of the below transfer of funds.

From Account	To Account	Amount of Request
<del>10000-4-4200-1-0000-51000-00</del>	<del>10000-4-4200-2-0000-524200-00</del>	<del>25,000.00</del>
MM/TB Salaries-Regular	MM/TB P4M Vehicles	
<del>10000-4-4200-1-0000-51000-00</del>	<del>10000-4-4200-2-0000-525300-00</del>	<del>25,000.00</del>
MM/TB Salaries-Regular	MM/TB Outside Contractors	

Reason this transfer is necessary:

Unforeseen expenses for the repair and maintenance of vehicle's  
Contractors expenses are state mandated or for safety reasons  
This budget was approved at the Annual Town Meeting (April 2010)

Mark Gifford  
Department Head

Mark Andrews  
Town Administrator

Town Accountant

RECEIVED

June 28, 2011

Town of Wareham  
Transfer Request Form

Exhibit 13

To: Board of Selectmen

From: Planning Department

Re: Transfer Request

Date: July 1, 2011


I respectfully request your review and approval of the below transfer of funds.

From Account	To Account	Amount of Request
Audit	Town Planner's Salary Budget	\$28,000

Reason this transfer is necessary: Article 1 of the 2010 Fall Town Meeting reduced the Planning Department's salary and wages line item by \$33,000, which left the Department a deficit of \$28,000.

  
Department Head

Mark Andrews  
Town Administrator

  
Town Accountant

Town of Wareham  
Transfer Request Form

Exhibit 14

To: Board of Selectmen

From: Planning Department


Re: Transfer Request

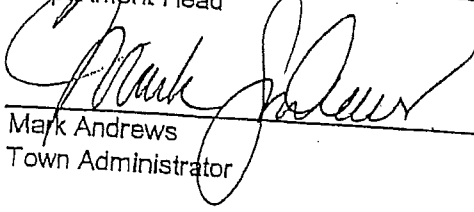
Date: July 1, 2011


I respectfully request your review and approval of the below transfer of funds.

From Account	To Account	Amount of Request
10000-1-1760-2-0000-0000-520000-00	10000-1-1751-2-0000-0000-530600-00	
GF Board of Appeals Expense Budget	GF Planning Board Legal Services	\$ 4,028.00
* Note: This was not a line item appropriated nor approved by the Planning Department.		

Reason this transfer is necessary: Deficit in legal services account line item - this is utilized by the Planning Board, Zoning Board of Appeals and Conservation Commission on an as-needed basis for land use, wetland protection, opinions and legal advice from Town Counsel, Special Counsel and others.

  
Department Head

  
Mark Andrews  
Town Administrator

  
Town Accountant

Town of Wareham  
Transfer Request Form

Exhibit 15

To: Board of Selectmen

From: Janet Wilson

Re: Transfer Request

Date: 6/30/11

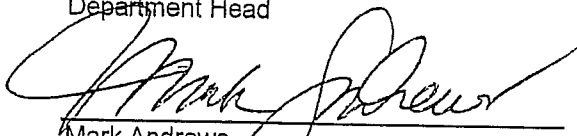
I respectfully request your review and approval of the below transfer of funds.

From Account	To Account	Amount of Request
3500 Selectmen - Salaries	GF-Selectmen Office Supplies 10000-1-1220-2-0000-0000-54200-00	199.14
Legal Serv - 14500-	GF-Selectmen-other expenses 10000-1-1220-2-0000-0000-578000-00	14.04
	GF-Selectmen-Printing+mailing 10000-1-1220-2-0000-0000-534200-00	821.20
	GF-Selectmen-Advertising 10000-1-1220-2-0000-0000-542100-00	2416.36
	Selectmen exp	14500.00

3500  
\*  
memo

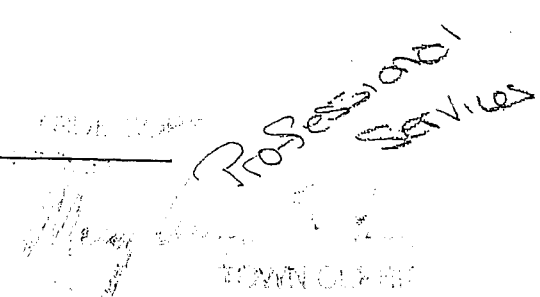
Reason this transfer is necessary:

Department Head



Mark Andrews  
Town Administrator

Town Accountant

  
PROFESSIONAL SERVICES  
TOWN OF WAREHAM

Town of Wareham  
Transfer Request Form

Exhibit 16

To: Board of Selectmen

From: Town Administrator

Re: Transfer Request

Date: 6-29-11

I respectfully request your review and approval of the below transfer of funds.

From Account	To Account	Amount of Request
Board of Health - Sal	T.A. Prof. Services	\$2000.
2000	TA - expense	<del>2000</del> 3100
Legal Serv - 10,000	TA - SALARIES	6900

Reason this transfer is necessary: reclass intern payment to B.O.H.  
where the funds were placed to pay Sullivan + Lavin.

Department Head

Mark Andrews

Town Administrator

Town Accountant

TRUE COPY  
ATTACHED

TOWN CLERK



TOWN OF WAREHAM  
54 MARION ROAD  
WAREHAM MA 02571

MYLES E. BURKE, DIRECTOR  
INSPECTIONAL SERVICES  
(508)-291-3100 EXT. 3194

Date: July 1, 2011

Mark Andrews, Town Administrator  
54 Marion Road  
Wareham, Ma. 02571

Dear Mr. Andrews,

I have submitted a transfer request through the office of accounting to account for the need to supplement the salaries accounts for Inspectional Services. A brief explanation would have to start with the fact that I had no part in crafting the FY 2011 budget and inherited a spending and staffing plan that was inadequate for the tasks at hand. The Town of Wareham currently has a part time staff trying to keep up with a full time work load by anyone's standards and I am proud to say does an exceptional job with shrinking municipal resources.

The department has seen an increase in workload with the additional inspections required by the construction of three 40B apartment buildings, a 68,000 sq. ft. medical office building and 875 permits totaling 42 million dollars worth of new growth. On the downside we had vehicles crash into buildings on five separate occasions and emergency staff from gas, electrical and building respond to six fires with minimum overtime being expended. The expenses associated with having a building inspector for four days per week instead of three accounts for the largest portion. It did not make sense to hire any back up inspectors from the vendor pool when Mr. Williams who worked for us was very interested in working the hours. This was approved by you conditionally upon Mr. Sanguinet doing a cost analysis and Ms. Zaleski making the necessary adjustments. We will also be returning over \$4,000 in other unspent line items that will result in a net deficit transfer of about \$8,000.

On a more positive note the revenues in the Inspectional Services Department continue to increase and the outlook for the following fiscal year 2012 continues to improve with many large projects on the horizon. Some of these include a new Wal-Mart, New Rosebrook Hotel Complex, New Solar Project, 1.8 Million Dollar Depot Crossing Upgrade and many others yet to be proposed or permitted.

I look forward to working with the Administration in finding new revenue streams in this difficult economy and will continue to work hard to stay within the budgetary guidelines approved by the Board of Selectmen, the Finance Committee, and Voters of Town Meeting.

Sincerely,

Myles E. Burke,  
Director of Inspectional Services

A TRUE COPY  
ATTEST  
*Mary Ann Silva*  
TOWN CLERK



## Liaison Assignments

Dick

Treasurer  
Collector  
Assessor

Renee

Revolving Accounts  
Legal  
Benefits

Bonnie

Community Events  
Benefits

Donna

COA  
Board of Health  
Veterans/Disabilities Commission

Larry

Library  
IT  
WPCF

Dom

Planning/ZBA/CEDA  
Inspectional Services

Sam

Audit  
School Committee  
WPCF

David

Police  
Animal Control  
Harbormaster  
Municipal Maintenance  
EMS

Frank

Town Administrator  
Selectman  
Accountant  
Town Clerk

## Committee Assignments

Dave – Capital Planning

A TRUE COPY  
ATTEST  
TOWN CLERK