

**MINUTES OF MEETING OF WAREHAM FINANCE COMMITTEE**

**Date of Meeting: November 28, 2012**  
**Transcribed by: Larry McDonald, Clerk**  
**Typed by: Kelly Barrasso**

**I. CALL MEETING TO ORDER**

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

**II. ROLL CALL**

Members Present: Donna Bronk, Chairman  
Frank Heath, Vice Chairman  
Larry McDonald, Clerk  
David Trudell  
Sam Gray  
Tom Worthen  
Dominic Cammarano  
Bonnie Cottuli  
Marilyn Donahue

**NOTE:** Ms. Bronk stated there were conversations between herself, BOS Chairman Holmes, & Interim Town Administrator, Mr. Sullivan re: bringing the FinCom & the BOS together to discuss financials.

Present before the FinCom: Cara Winslow, BOS

Ms. Winslow addressed both the FinCom & the BOS & requested that the FinCom meeting move to the BOS's meeting room to continue the meeting w/ the BOS. She noted the BOS meeting room would allow the meeting to be live broadcast on WCTV. Brief discussion ensued.

**MOTION:** A motion was made & seconded to move the FinCom meeting to the BOS's meeting room. Mr. Worthen seconded.

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

**NOTE:** After moving the meeting to the BOS's meeting room, the meeting proceeded.

**III. CITIZENS PARTICIPATION**

Present before the FinCom & the BOS: Claire Smith, Town Moderator

Ms. Smith discussed the Town Meeting Warrant process. She stated the process falls under the Selectmen to control. She noted that prior to the last Town Meeting, several articles were not fully discussed before being placed on the Warrant.

Ms. Smith discussed the need to have information before voting & getting the process correct.

Mr. Cammarano recalled that the articles dealing w/ financial impacts were not discussed. Ms. Cottuli expressed frustration that articles were on the Warrant & information/presentation was never brought before the FinCom. Discussion ensued.

#### **IV. DISCUSSION RE: FINANCIALS**

Mr. Sullivan reviewed & discussed the financial reports provided to the FinCom. He stated that based on the timeframe through September, the guideline was that 25% of the budget should be spent. He stated if a department was 30% or more, he would provide a management letter with an explanation.

Discussion ensued re: the financials submitted.

#### **V. DISCUSSION RE: 2012 AUDIT**

Mr. Sullivan stated the 2012 Audit has been completed & he is awaiting the draft report. He informed those present that Schedule A was submitted two weeks earlier than the prior year. He expects a management letter in January.

#### **VI. TOWN ACCOUNTANT UPDATE**

Mr. Sullivan informed those present that the Assistant Town Accountant, Judith Lauzon is now Acting Town Accountant. He noted that the Accountant's office is getting assistance from a nearby community with this community's Town Accountant acting as a consultant.

Mr. Sullivan stated the Town Accountant's position will be posted in January 2013 & a screening committee will be appointed.

Selectman Winslow stated that Mr. Sullivan has done a good job of keeping DOR informed.

#### **VII. FISCAL YEAR 2014 BUDGET UPDATE**

Mr. Sullivan stated he will meet w/ department heads next week. He also stated he will be looking at the GIC look-a-like health plan to see if insurance costs can be reduced. He stated he will present a balanced budget at the spring Town Meeting.

#### **VIII. QUINN BILL LETTER UPDATE**

Ms. Bronk addressed the FinCom & the BOS stating the Quinn Bill Sub-Committee letter has been delivered to the BOS.

**IX. SUB-COMMITTEE REPORT ON PARKING METER FUND & ACCOUNTING**

Ms. Donahue stated the parking meter revenue is a significant source of revenue & there is a need to understand it better.

Ms. Cottuli stated the Community Events Committee which benefits from a portion of this revenue, cannot match their records w/ the Town Accountant's records. She stated there appears to be three different accounting methods. She also noted that CEDA is part of the parking meter account/fund.

Mr. Sullivan stated the Accounting office is busy until the start of the new year (January) & this office will be willing to work w/ all parties involved at that time.

Ms. Bronk stated a FinCom sub-committee was created to look into this matter. The sub-committee consists of members Ms. Donahue, Ms. Cottuli, & Mr. Cammarano.

**X. LIAISON REPORTS**

**A. Public Relations Liaison Update.**

Ms. Donahue stated she had a conversation w/ the Wareham Week reporter. She will follow commentary & only use to correct misinformation.

**B. Any Other Liaison Reports.**

There were no other liaison reports.

**XI. NEW BUSINESS**

There was no new business.

**XII. APPROVE MEETING MINUTES : OCTOBER 3, 2012 & OCTOBER 22, 2012**

**MOTION:** A motion was made & seconded to approve the meeting minutes of October 3, 2012.

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

**XIII. NEXT MEETING DATE & TIME**

The next FinCom meeting is scheduled for December 19, 2012 @ 6:30 P.M.

**XIV. ADJOURNMENT**

**MOTION:** A motion was made & seconded to adjourn the meeting.

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

Respectfully submitted,

Kelly Barrasso  
Kelly Barrasso, Typist

Date signed: 12/19/12

Attest: [Signature]  
Larry McDonald, Clerk  
WAREHAM FINANCE COMMITTEE

Date copy sent to Town Clerk: 12/20/12

