

MINUTES OF MEETING OF WAREHAM FINANCE COMMITTEE

Date of Meeting: January 30, 2013

I. CALL MEETING TO ORDER

The meeting was called to order at 6:35 P.M.

II. ROLL CALL

Members Present: Donna Bronk, Chairman
Frank Heath, Vice Chairman
Larry McDonald, Clerk
Marilyn Donahue
Tom Worthen
Bonnie Cottuli
Dominic Cammarano (Arrived at 6:38 P.M.)

Members Absent: David Trudell
Sam Gray

Also Present: Derek Sullivan, Town Administrator

III. CITIZENS PARTICIPATION

Present before the FinCom: Bob White

Mr. White stated the departmental budget hearings that were conducted on January 17th & 18th are currently airing on WCTV.

IV. PUBLIC HEARING RE: FY2014 BUDGET

MOTION: Mr. McDonald moved to open the public hearing re: the FY2014 budget. Ms. Donahue seconded.

VOTE: Unanimous (6-0-0)

No-one came forward with comments or questions for the FinCom on the FY2014 budget.

MOTION: Ms. Cottuli moved to close the public hearing on the FY2014 budget. Mr. Heath seconded.

VOTE: Unanimous (6-0-0)

V. TOWN ADMINISTRATOR'S REPORT

A. Financials/Business.

Mr. Sullivan distributed documentation to the FinCom that he reviewed with them briefly. (Attached as reference).

NOTE: Mr. Cammarano arrived at this time.

Mr. Sullivan noted changes in the current finance organizational chart. He stated the changes are the addition of a Finance Director. It is an upgrade of a current position & will require a Warrant article. He stated the Assistant Town Accountant position will be eliminated & the Financial Analyst position will not be filled.

Brief discussion ensued. The FinCom members concurred to review the documents & filter any questions through the FinCom secretary to pass along to Mr. Sullivan.

Mr. Sullivan spoke re: cherry sheets & DLS alerts. He noted that the FY2014 numbers on the cherry sheet are realistic if you support the Governor's tax hikes that Mr. Sullivan feels will be unrealistic.

Mr. Sullivan discussed assessments & formula local aid.

Mr. Heath spoke re: school choice receiving tuition. He made comparisons w/ various towns re: what the towns pay & what the State pays relative to school choice. He gave several examples of what the State pays various towns. Through his analysis, it shows that Wareham & cape towns get less from the State vs. the western part of the state.

Discussion ensued re: this problem & how the Town can express discontent. Ms. Donahue stated she will speak to Mr. Swett of the School Committee re: this matter. Mr. McDonald will speak to the BOS. Ms. Bronk feels this will take more than one on one conversations. She feels there is a need to work w/ the BOS & the School Committee to approach the State w/ this issue. She stated she will speak to Mr. Swett. Ms. Donahue stated she will speak to *Wareham Week Newspaper*. Mr. Worthen feels the Town & the immediate area would be well-served in having a lobbyist. Ms. Bronk also feels that Representative Williams-Gifford should be involved. Mr. McDonald stated he will contact Representative Williams-Gifford.

Mr. Sullivan spoke re: the WPCF revenue & expenses budget & its set-up. Mr. Heath feels the documentation re: the WPCF is too broad for a quarterly document. He feels some of the reporting needs to be worked on. He feels important details are missing.

Mr. Sullivan stated after he just reviewed the fiscal document for FY2013 he handed out to the FinCom, he sees that an entire page of information is missing. Ms. Bronk asked Mr. Sullivan to email a complete document to the FinCom members.

Ms. Bronk asked re: the status of the audit letter & audit management letter. Mr. Sullivan stated the Town should expect information on this from Powers & Sullivan in the next few weeks.

Mr. Sullivan stated the FinCom should expect to see an update on the FY2014 budget after the School Committee votes on their budget. He stated possibly by next week, he can give out an update on figures.

Mr. Sullivan informed the FinCom that by mid-February, the search for a new Town Accountant will close. He stated the position opening has been posted. He stated the selection of a new Town Accountant should be finalized by April.

Mr. Sullivan departed at this time.

VI. BUSINESS

A. General discussion re: Town Budget.

B. General discussion re: School Budget.

Discussion ensued re: the Town budget & the School Dept. budget. Mr. Heath stated the School Committee is voting on the School Dept. budget this evening.

Mr. Heath spoke re: police cruisers. Discussion ensued re: cruisers & leases.

Discussion ensued re: the dire status of the budget for FY2014 & how it has come time to start dealing w/ the issues. Mr. Heath feels there is a need to hold an Executive Session to speak about labor & have Town Counsel involved. Brief discussion ensued.

C. Discussion w/ Community Preservation Committee.

Present before the FinCom: Sandy Slavin, Community Preservation Committee

Ms. Slavin informed the FinCom that the Municipal Maintenance Dept. has submitted a request to the CPC for a grant re: a recreational study. She noted that recommendations for this request are needed by the FinCom & the BOS.

Ms. Slavin explained that the request is to conduct a study of Town-owned playgrounds in Town. She discussed what the study would accomplish, which would also include a study re: open space in Town.

MOTION: Mr. Cammarano moved the FinCom approve the grant application submitted by the Municipal Maintenance Dept. to the CPC for a recreational study as described by the CPC Chair. Ms. Donahue seconded.

VOTE: Unanimous (7-0-0)

Ms. Slavin stated that the CPC has voted on articles to be submitted for the April 2013 Town Meeting. She noted the articles as follows:

1. Reserves.
2. Debt payments for Bryant Farm & Tremont Nail.
3. Recreational Study.
4. Cranberry Manor affordable housing project.
5. Grant for the restoration of the iron works smoke stack at British Landing.

Ms. Slavin stated she will submit this information to the FinCom. Ms. Cottuli asked that the CPC not wait until the last minute to submit information so that the FinCom can have time to discuss the information.

Ms. Donahue expressed the importance of the Town having a comprehensive plan (which it does not) to incorporate important projects through the CPC to improve the Town.

Brief discussion ensued re: what would happen if the Community Preservation Account was disbanded.

D. Capital Planning.

Mr. Heath stated that Chief Stanley is leaning towards new cruisers & has in interest in new radios.

E. School Transportation.

Mr. Heath stated the School Transportation Committee met & an RFP was sent out re: school buses. He discussed four different scenarios put forth. He noted that eleven inquiries were made re: the RFP & a pre-bid meeting was held. He stated seven companies attended this meeting. He stated three companies responded w/ formal bids. He stated one company declined the offer. He stated one company gave a bid of \$2,255,000 + \$144,000 for gas. The second company gave a bid of \$2,159,000 + \$144,000 for gas.

Mr. Heath recapped the summary of going out to bid for bus transportation. He stated in short, it would cost approx. \$400,000 more to go out-of-house for transportation vs. in-house. He discussed maintenance of the buses briefly.

Lengthy discussion ensued re: the School Dept./Town operating its own bus transportation, maintenance, replacements, & benefits paid to drivers.

F. Review Town Meeting deadlines.

The FinCom members reviewed the Town Meeting deadlines.

VII. NEW BUSINESS (Unanticipated Items)

Mr. Heath stated a question came up at a recent BOS meeting re: retained earnings.

Mr. Heath stated he has provided a DOR documentation to the FinCom members re: Enterprise Funds. He encouraged the FinCom members to read this document & to be become more familiar w/ the Enterprise Fund laws. He stated he would like this matter placed on next week's agenda.

VIII. LIAISON REPORTS

There were no liaison reports.

IX. APPROVAL OF MEETING MINUTES: JANUARY 9, 2013

MOTION: Mr. McDonald moved to approve the meeting minutes of January 9, 2013. Mr. Cammarano seconded.

VOTE: (5-0-2)

Mr. McDonald & Mr. Heath abstained

X. NEXT MEETING DATE & TIME

The FinCom's next meeting will be held on February 6, 2013 at 6:30 P.M.

XI. ADJOURNMENT

MOTION: Mr. Cammarano moved to adjourn the meeting at 8:40 P.M. Mr. McDonald seconded.

VOTE: Unanimous (7-0-0)

Respectfully submitted,

Kelly Barrasso
Kelly Barrasso, Transcriptionist

Date signed: 2/6/13

Attest: Larry McDonald (KB)
Larry McDonald, Clerk
WAREHAM FINANCE COMMITTEE

Date filed: 2/7/13

Date copy sent to Town Clerk: 2/7/13



January 30th, 2013

TA Report to Finance Committee

Pages:

- 1-2 Revenue & Expenditure Executive Summary
- 3-7 General Fund Expenditure Report
- 8 General Fund Revenue Report
- 9-10 WPCF Revenue & Expenditure Report
- 11-12 Finance Department Org Charts
- 13 FY14 Cherry Sheet Aid
- 14 FY14 Cherry Sheets Assessments



TOWN OF WAREHAM

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Memo

To: Stephen M. Holmes, Chairman, Wareham Board of Selectmen
From: Derek Sullivan, Town Administrator
CC: Donna Bronk, Wareham Finance Committee Chairman
Date: 1/29/2013
Re: November FY13 Monthly Expenditure and Revenue Reports – Executive Summary

Attached are the November FY13 Expenditure and Revenue Reports. This memo will follow the same outline as previous reports and provide background to potential outliers. To simplify the report I have not listed the items explained in the previous report.

Expenditure Budget:

1. **Assessor Expenses:** The assessing department has a personal property contract that was paid. It is a onetime payment and artificially increased the YTD expended percentage.
2. **Elections and Registrations:** Due to the special election costs there was an unforeseen expense of approximately \$15,000. The Town Clerk requested a transfer from the Finance Committee in that amount and was granted the transfer. The transfer has not been booked. We will also have additional unforeseen costs due to the need for a special State Senate election.
3. **Police Salary and Expenses:** The police budget has historically trended higher during this timeframe. During the Winter months and into the early Spring there are no Summer Seasonal Police costs and a reduction in needed overtime to satisfy the increased population. The Chief of Police and his staff have been advised that they are trending in a negative direction.
4. **Harbormaster Salary and Expenses:** The Harbormaster expenses will be offset by the Town Meeting articles which will change the deficit into a surplus. Salary in increased because of the Summer Staff and will balance out towards a positive trend during the Winter and Spring months.
5. **Municipal Maintenance:** Expenses are traditionally higher because of the contracts and purchases made at the beginning of the fiscal year. Salary should

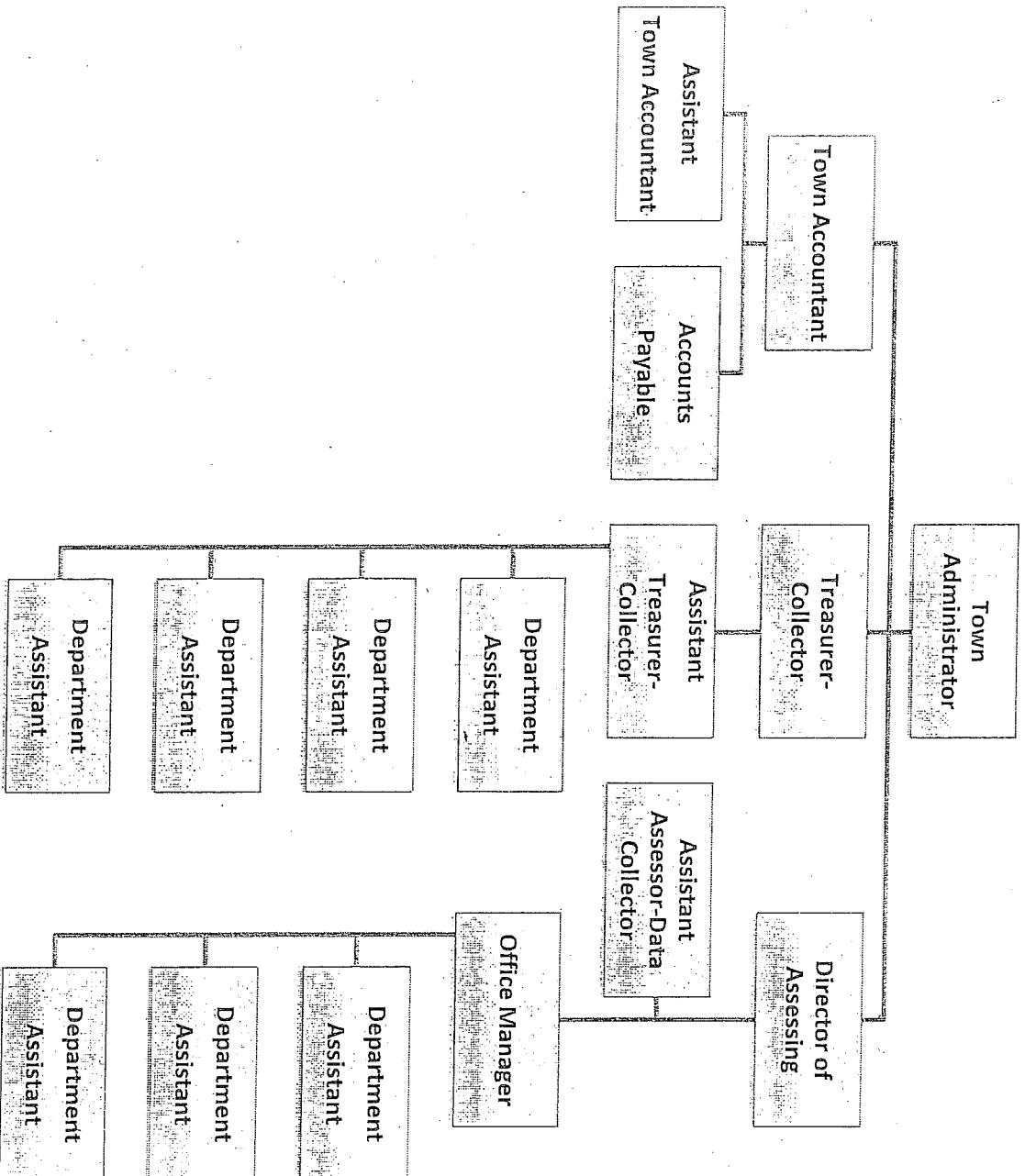
continue decreasing as all employees are back to work and the overtime has been reduced.

6. Street Lights: Street lights are trending at a higher cost than projected. To make sure that this line stays within budget the repair of street lights has been greatly reduced.
7. Veteran Services: The onetime payment made at the beginning of the fiscal year in the amount of \$23,000 skews the trend. Given the current monthly payouts this budget projects to have a small surplus.

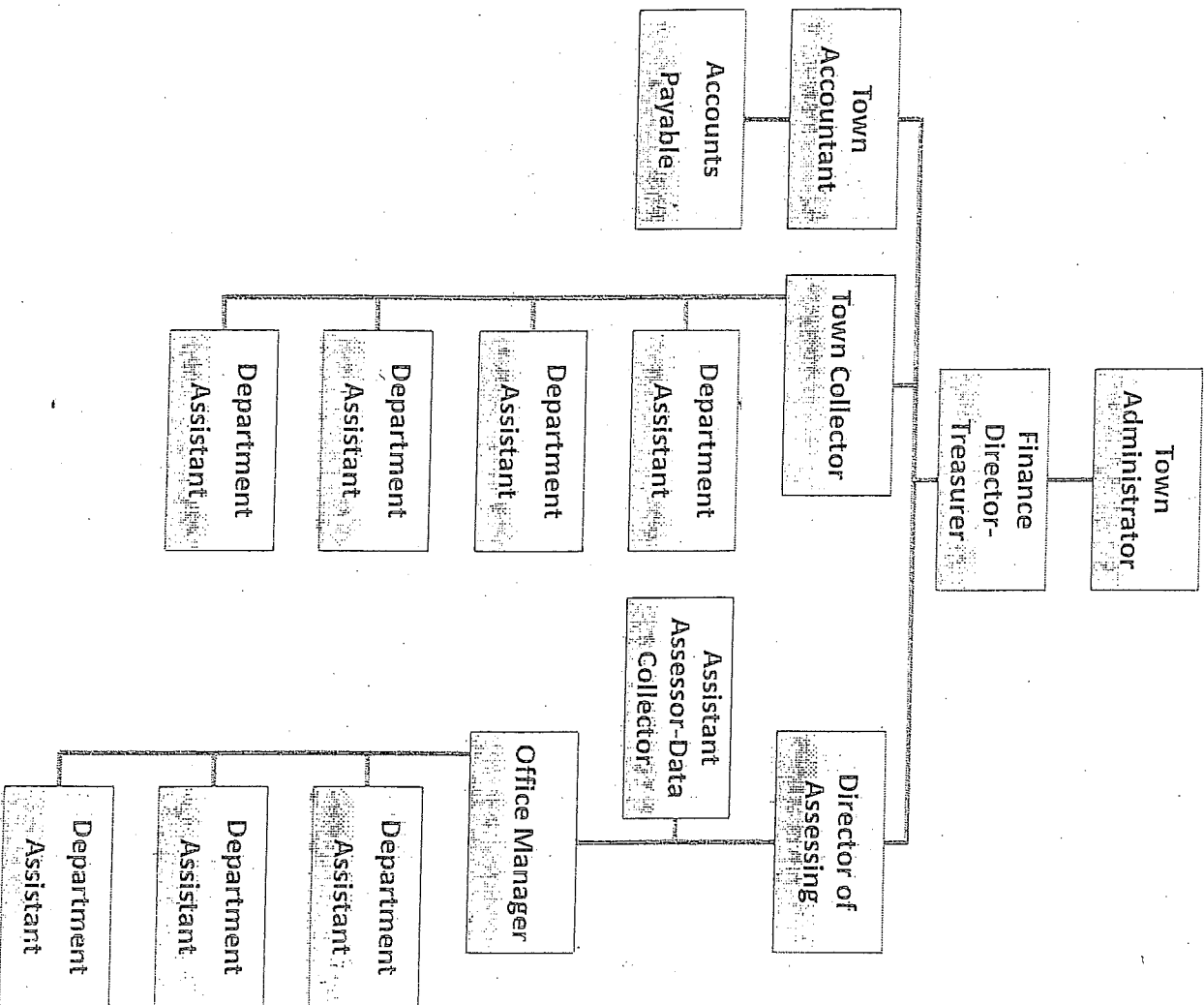
Revenues:

1. Not including the transfers in from other funds which is an accounting function FY13 revenues are 3.08% or \$624,688 higher than the same period FY12 revenues.
2. Revenues that are trending lower than the previous fiscal year are:
 - a. Personal Property Taxes: -\$7,637
 - b. Hotel/Motel Excise: -\$7,844
 - c. Fines and Forfeitures: -\$7,336
 - d. State Aid: \$71,481

TOWN OF WAREHAM
CURRENT FINANCE
ORGANIZATIONAL CHART



TOWN OF WAREHAM
PROPOSED FINANCE
ORGANIZATIONAL CHART



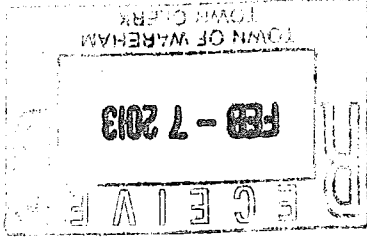
B

Massachusetts Department of Revenue
Division of Local Services
FY2014 Local Aid Estimates

WAREHAM

	FY2013 Cherry Sheet Estimate	FY2014 Governor's Budget (H1)	Difference
Education:			
Chapter 70	12,345,207	12,416,757	71,550
School Transportation	0	0	0
Charter Tuition Reimbursement	51,847	87,160	35,313
Smart Growth School Reimbursement	0	0	0
Offset Receipts:			
School Lunch	19,206	18,779	-427
School Choice Receiving Tuition	185,614	246,128	60,514
Sub-Total, All Education Items	12,601,874	12,768,824	166,950
General Government:			
Unrestricted Gen Government Aid	1,673,496	1,673,496	0
Annual Formula Local Aid	0	102,375	102,375
Local Share of Racing Taxes	0	0	0
Regional Public Libraries	0	0	0
Urban Renewal Projects	0	0	0
Veterans' Benefits	204,028	220,863	16,835
State Owned Land	40,517	40,546	29
Exemptions: Vets, Blind, Surviving Spouses & Elderly	123,275	128,683	5,408
Offset Receipts:			
Public Libraries	18,748	19,173	425
Sub-Total, All General Government	2,060,064	2,185,136	125,072
Total Estimated Receipts	14,661,938	14,953,960	292,022

FY2014 Local Aid Assessments WAREHAM



	FY2013 Cherry Sheet Estimate	FY2014 Governor's Budget (H1)	Difference
County Assessments:			
County Tax	69,525	70,342	817
Suffolk County Retirement	0	0	0
Sub-Total, County Assessments	69,525	70,342	817
State Assessments and Charges:			
Retired Employees Health Insurance	0	0	0
Retired Teachers Health Insurance	1,249,619	1,286,882	37,263
Mosquito Control Projects	82,100	93,907	11,807
Air Pollution Districts	7,160	7,249	89
Metropolitan Area Planning Council	0	0	0
Old Colony Planning Council	0	0	0
RMV Non-Renewal Surcharge	42,660	43,100	440
Sub-Total, State Assessments	1,381,539	1,431,138	49,599
Transportation Authorities:			
MBTA	0	0	0
Boston Metro. Transit District	0	0	0
Regional Transit	167,138	171,316	4,178
Sub-Total, Transportation Authorities	167,138	171,316	4,178
Annual Charges Against Receipts:			
Special Education	3,216	265	-2,951
STRAP Repayments	0	0	0
Sub-Total, Annual Charges	3,216	265	-2,951
Tuition Assessments			
School Choice Sending Tuition	225,221	336,102	110,881
Charter School Sending Tuition	197,103	274,064	76,961
Essex County Tech Sending Tuition	0	0	0
Sub-Total, Tuition Assessments	422,324	610,166	187,842
Total Estimated Charges	2,043,742	2,283,227	239,485