

MINUTES OF MEETING OF WAREHAM FINANCE COMMITTEE

Date of Meeting: February 6, 2013

I. CALL MEETING TO ORDER

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

II. ROLL CALL

Members Present: Frank Heath, Chairman Pro Tem
Larry McDonald, Clerk
Bonnie Cottuli
Marilyn Donahue
Dominic Cammarano
Tom Worthen (Arrived at 6:37 P.M.)

Members Absent: David Trudell
Donna Bronk
Sam Gray

Also Present: Derek Sullivan, Town Administrator
Alan Slavin, BOS Liaison

III. EXECUTIVE SESSION W/ THE BOARD OF SELECTMEN FOR THE PURPOSE OF DISCUSSING BUDGET MATTERS RELATED TO STAFFING, LABOR CONTRACTS, CURRENT LITIGATION, & LITIGATION POTENTIALS

Mr. Heath stated that the BOS at their meeting last night announced that they would not be attending the Executive Session this evening w/ the FinCom, thus, there will not be an Executive Session.

IV. CITIZENS PARTICIPATION

No-one came forward for Citizens Participation.

V. TOWN ADMINISTRATOR'S REPORT

1. Review of financial reports distributed on January 30, 2013.

Mr. Heath asked if Mr. Sullivan is confident the Police Dept. will make their "budget on budget" relative to overtime. He stated there seems to be an issue w/ overtime. Mr. Sullivan explained that there are currently five openings in the Police Dept.

NOTE: Mr. Worthen arrived at this time.

Mr. Sullivan discussed the openings at the Police Dept. He noted that there will be two retirements in June & he just received word of a third. He stated there are two other police employees that are on leave & there are five openings at the patrolman level. He explained there are several retirements upcoming which will be challenging due to pay-outs, lack of funding to re-fill these positions, etc. He stated the Town can't afford to plan for retirements. Discussion ensued re: retirement issues, overtime issues, & detail work revenue.

2. Other budget matters.

Mr. Heath stated the FinCom received a memo from Dr. Rabinovitch stating that the School Committee voted on a FY2014 school budget of \$28,619,381.00 w/ \$1,601,056.00 being non-net. He noted that this budget figure does not include Upper Cape Cod Tech School numbers.

Mr. Sullivan stated he has not received Upper Cape Cod Tech School's budget number as of yet, but he understands Upper Cape Cod Tech School's request will be \$229,000.00 higher than last year's request which will make it approx. a 19%+ increase.

Discussion ensued re: a consistent increase in budget requests from Upper Cape Cod Tech School vs. the Town's school system. Discussion ensued re: the other towns involved in the Upper Cape Cod Tech School.

Mr. Heath stated last year, he had asked Upper Cape Cod Tech School Town representatives to explain their process re: these increases. He stated if the FinCom concurs, he will offer a formal invitation to the Town's representatives of the school to come before the FinCom for a discussion. The FinCom members concurred.

Mr. Sullivan explained if the snowstorm being predicted for this weekend comes to fruition; the Snow/Ice Account will be put into deficit. If there is a State of Emergency declared, there would be MEMA reimbursement.

Discussion ensued re: potential budget deficits & what is being done at the School Superintendent & Town Administrator level to deal w/ these deficits. Mr. Worthen feels the FinCom should be involved w/ these issues. Mr. Sullivan explained that the FinCom has the right of first amendment on Town Meeting floor re: the budget article.

Mr. Cammarano asked if the Town as to have a balanced budget going into Town Meeting. Mr. Sullivan stated the Town has to have a balanced budget by June 30th. Discussion ensued re: the impacts of not having a balanced budget.

Mr. Sullivan noted that the increase in fees for the MLS & Inspections Dept. are accounted for in the budget, but he doesn't want to over-reflect these increases in the budget.

Discussion ensued re: Town assets that can be sold. Mr. Heath stated these assets are one-time revenue which can cause budget issues later on if utilized for the operational budget.

VI. BUSINESS

A. Discussion: Enterprise Fund Guide from DOR.

Mr. Heath discussed several issues/policies the Town needs to follow re: Enterprise Funds (as outlined in the guide). He briefly reviewed the main focus of Enterprise Funds. Discussion ensued re: the issues/policies the Town needs to address to become compliant w/ Enterprise Fund policies. Mr. Heath recommended the FinCom members educate themselves on Enterprise Funds.

Mr. Heath briefly discussed accrual accounting vs. cash accounting.

Mr. McDonald expressed concern re: the Town's grasp on retained earnings at the WPCF & how retained earnings are being utilized.

Discussion ensued re: various policies in the Enterprise Fund Guide. Lengthy discussion ensued re: retained earnings, issues in the past re: retained earnings, & rectifying the issue(s).

B. Invitation to School Committee for Wednesday, February 13, 2013 for budget labor matters.

Mr. Heath stated there will be an Executive Session meeting w/ the School Committee on Wednesday, February 13, 2013 at 6:00 P.M. in the FinCom's meeting room.

C. FY2014 Capital Budget Discussion.

Mr. Heath stated there is no capital budget items although there are capital needs. He discussed the school transportation briefly.

VII. NEW BUSINESS (Unanticipated items within last 48 hours)

Mr. Heath stated at last night's BOS meeting, the BOS voted to have a Special Town Meeting Warrant. He also stated he anticipates more Reserve Fund transfer requests.

Mr. Cammarano asked if there is a group that has been created to conduct research relative to revenue & to look at ways the Town can make money. Mr. Heath stated the BOS directed the Town Administrator to look into a program to look at four different focus groups relative to moving forward.

Ms. Donahue expressed frustration w/ getting information out to the public. She expressed frustration w/ the *Wareham Courier* and *Wareham Week* not attending FinCom

meetings to get information out. She is not sure how to correct this. Mr. Heath stated he will place this matter on next week's agenda. He stated possibly arrangements can be made w/ the publishers to get things going.

VIII. LIAISON REPORTS

There were no liaison reports.

IX. APPROVAL OF MEETING MINUTES: JANUARY 30, 2013

MOTION: Ms. Donahue moved to approve the meeting minutes of January 30, 2013. Mr. Cammarano seconded.

VOTE: Unanimous (6-0-0)

X. NEXT MEETING DATE & TIME

The next FinCom meeting will be held on February 13, 2013 at 6:00 P.M.

XI. ADJOURNMENT

MOTION: Ms. Cottuli moved at 8:00 P.M. to adjourn the Regular Session & enter into Executive Session. Mr. Cammarano seconded.

VOTE: Unanimous (6-0-0)

XII. EXECUTIVE SESSION RELATED TO EARLIER MEETING W/ BOARD OF SELECTMEN

Respectfully submitted,

Kelly Barrasso
Kelly Barrasso, Transcriptionist

Date signed: 3/13/13

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

Date copy sent to Town Clerk: 3/14/13

YOUNG BROS. & CO. A
TOWN CLERK
2013 MAR 14 PM 4:00
TOWN CLERK