

MINUTES OF MEETING OF WAREHAM FINANCE COMMITTEE

Date of Meeting: January 21, 2015

I. CALL MEETING TO ORDER

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

II. ROLL CALL

Members Present: Bonnie Cottuli, Chairman
Jeff Langan, Clerk
Dominic Cammarano
Ellis Bailey
Tom Worthen
Marilyn Jordan

Members Absent: David Heard
Donna Bronk
Joan Fontes

III. CITIZENS PARTICIPATION

There was no Citizens Participation.

NOTE: Ms. Cottuli stated there have been some communication lapses. She explained that she received an email, but she does not check her email daily. She stated the School Committee only sent her an email invitation re: their budget hearing. No other FinCom member received this email invitation. She stated there should be tight communication w/ the FinCom liaisons w/ the School Committee.

IV. TOWN ADMINISTRATOR'S REPORT

A. All-day departmental budget meeting.

Mr. Sullivan stated the all-day departmental budget meeting will be held on Thursday, February 12, 2015. He discussed placing the larger budgets on first & go from there. He stated after this all-day budget meeting, there should be a joint budget session w/ the School Committee.

Brief discussion ensued re: the proposed increase in the School Dept.'s budget.

Discussion ensued re: what the FinCom's responsibilities are re: the budget, fiscal matters, & how compromises are made relative to the School Dept.'s budget & the Administrator's budget.

B. Reserve Fund transfer request.

Mr. Sullivan discussed Reserve Fund transfer request # 02-15 in the amount of \$11,000 for the OPEB FY2015 actuarial.

Ms. Cottuli explained what OPEB is & how this was mentioned in the FY2014 Audit Management Letter. She stated the auditors will utilize this money to come up w/ the Town's unfunded liability figure.

MOTION: Mr. Langan moved to approve Reserve Fund transfer request #02-15 in the amount of \$11,000 for the OPEB FY2015 actuarial. Mr. Worthen seconded.

VOTE: Unanimous (6-0-0)

V. FINANCE COMMITTEE MATTERS

A. Review & discuss FY2014 Audit documentation.

Mr. Langan distributed audit discussion items.

Mr. Sullivan discussed journal entry issues. He stated in this audit there were no unsupported journal entries, but supported entries by the School Department. This issue is being worked on collaboratively. He stated the Town cannot tell the School Department what to do. Mr. Cottuli explained that the School Department does entries on their end, but the Town Accountant is ultimately responsible for those entries. Mr. Langan suggested utilizing error reports to track down where errors are occurring.

Mr. Sullivan stated \$3,500 will be utilized for new software to be implemented in the spring for capital asset reporting procedures.

Mr. Sullivan distributed documentation re: month end reconciliations. (Attached as reference).

Mr. Sullivan stated there will be a proposed policy for the EMS Department re: collections. Discussion ensued re: ambulance receivables.

Brief discussion ensued re: student activities accounts. Mr. Sullivan noted the auditors are now working w/ the School Department.

Mr. Sullivan stated he foresees continuing issues w/ uncompensated absences tracking. He stated the Town's payroll company cannot meet the Town's needs for this. He explained this is something that is being looked into. He stated no-one seems to be able to recommend a program to utilize. Discussion ensued.

Discussion ensued re: health insurance & being self-insured vs. now being part of the Mayflower Group.

Discussion ensued re: GASB pensions & OPEB changes to come. Mr. Sullivan stated an OPEB Trust Fund has been developed as voted on at a previous Town Meeting. He stated there will be a need to develop policies re: funding this fund.

Mr. Sullivan discussed his goals on making corrections/changes based on the Management Letter for the next fiscal year audit. He stated his goal is to take the most important Town financial issues noted in the audit & take care of them.

B. Any other FinCom matters.

Mr. Sullivan stated he should have the budget prior to the all-day budget meeting.

Mr. Langan distributed information re: comparisons to other towns vs. Wareham relative to costs, such as education costs. (Attached as reference). Mr. Cammarano expressed concern re: comparisons w/ other towns because there are more demographics involved at times that are not indicated, such as towns that have a large retirement community. Lengthy discussion ensued re: some of the comparisons on the document.

VI. LIAISON REPORTS

There were no liaison reports.

VII. ANY OTHER BUSINESS

There was no other business.

VIII. APPROVE MEETING MINUTES: JANUARY 7, 2015

MOTION: Mr. Cammarano moved to approve the meeting minutes of January 7, 2015.
Ms. Jordan seconded.

VOTE: Unanimous (6-0-0)

IX. NEXT MEETING DATE & TIME

The next FinCom meeting will be held on February 4, 2015 to discuss the FY2016 proposed budget.

The FinCom will attend the all-day departmental budget meeting to be held on February 12, 2015 at 8:00 A.M. in Room 320 of the Multi-Service Center. Brief discussion ensued re: asking the School Committee to come & discuss their budget or have a representative attend the all-day budget meeting.

X. ADJOURNMENT

MOTION: Mr. Cammarano moved to adjourn the meeting at 8:29 P.M. Mr. Langan seconded.

VOTE: Unanimous (6-0-0)

Respectfully submitted,

Kelly Barrasso
Kelly Barrasso, Transcriptionist

Date signed: 2/18/15

Attest: Jeff Langan (KB)
Jeff Langan, Clerk
WAREHAM FINANCE COMMITTEE

Date copy sent to Town Clerk: 12/19/15

A TRUE COPY
ATTEST

May Ann Siler
TOWN CLERK

MONTH END RECONCILIATIONS			
MONTH:			
HarborMaster Gift		Parking Kiosk	
HarborMaster Article 4		EMS A/R	
HarborMaster Article 5		Deferred Recon	
CVA Clean Vessel		Revenue Report	
Shellfish Propagation		Expenditure Report	
Tempest Knob Boat		Tax Foreclosures	
HM Harbor Improvement Article		Payroll Withholdings	
Harbor Service Permits		GLTOAG Quarterly	
HS Student Activity			
MS Student Activity			
JR/SR Student Activity			
School Gifts			
School State			
School Federal			
School Revolving			
Police Detail			
53G - Treas			
53G - Planning			
Trust Funds			
Real Estate A/R			
IE A/R			
CPA A/R			
Betterments A/R			
Title 5 A/R			
Motor Vehicle			
Personal Properties A/R			
Boat			
Tax Title			
Sewer Usage			
Treasurer Receivables			
Unapportioned Betterments			
Overlay			

TOWN COMPARISON TO WAREHAM

Town	County	INCOME				Population	Households	#	EDUCATION				PUBLIC SAFETY			
		Per Capita	Median Household	Median Family	Median				# Students	\$/Pupil	Sch. Budget	Rep. Sys	Police \$K	Fire \$K	EMT \$K	Water
Wareham	Town	\$28,066	\$52,556	\$64,891	\$64,891	21,673	9,176	2990	\$14,000.00	\$41,026.00			4453.00*	\$4,713.00	\$3,783.00	\$1,722.00
Fairhaven	Town	\$28,698	\$60,179	\$77,089	\$77,089	15,915	6,444	2051	\$11,823.00	\$24,259.00			Onset>>			
Falmouth	Town	\$38,334	\$61,244	\$77,488	\$77,488	31,674	14,293	3707	\$15,186.00	\$56,298.00						
Bourne	Town	\$32,330	\$62,551	\$79,613	\$79,613	19,632	8,251	2251	\$14,311.00	\$32,217.00					\$15.00	\$2,033.00
Mashpee	Town	\$33,492	\$62,763	\$75,560	\$75,560	13,900	5,753	1866	\$14,963.00	\$27,918.00						
Salisbury	Town	\$34,755	\$68,194	\$82,353	\$82,353	8,212	3,399	1840	\$12,904.00	\$23,747.00						
Carver	Town	\$29,176	\$70,608	\$85,996	\$85,996	11,481	4,286	3352	\$12,536.00	\$42,027.00						\$950.00
Middleborough	Town	\$31,179	\$73,480	\$85,769	\$85,769	22,807	8,059	1701	\$11,916.00	\$20,273.00						
Westport	Town	\$35,337	\$73,786	\$83,289	\$83,289	15,386	5,867	8574	\$13,433.00	\$115,350.00						
Plymouth	Town	\$33,891	\$76,631	\$90,784	\$90,784	56,011	20,946	3400	\$13,348.00	\$45,394.00						\$2,163.00
Plymouth	Town	\$36,047	\$82,485	\$95,273	\$95,273	20,635	7,702	479	\$12,762.00	\$6,124.00						
Sandwich	Town	\$43,383	\$87,793	\$90,536	\$90,536	4,926	1,873	541	\$12,495.00	\$6,756.00						
Marion	Town	\$34,984	\$88,728	\$104,496	\$104,496	5,159	1,699	514	\$15,850.00	\$8,148.00						
Rochester	Town	\$39,312	\$82,065	\$95,568	\$95,568	6,073	2,436	1189	\$14,339.00	\$16,989.00	OR					
Mattapoisett	Town															
Wareham	Town	\$28,066	\$52,556	\$64,891	\$64,891	21,673	9,176	2990	\$14,000.00	\$41,026.00			4453.00*	\$4,713.00	\$3,783.00	\$1,722.00
Onset	CDP	\$27,391	\$41,458	\$44,507	\$44,507	1,026	605									
West Wareham	CDP	\$31,166	\$43,029	\$63,462	\$63,462	2,178	963									
Wareham Center	CDP	\$27,391	\$45,392	\$54,357	\$54,357	3,122	1,533									
Bourne	Town	\$32,330	\$62,551	\$79,613	\$79,613	19,632	8,051	2251	\$14,311.00	\$32,217.00						\$2,033.00
Buzzards Bay	CDP	\$30,074	\$51,341	\$79,145	\$79,145	3,120	1,218									
Bourne	CDP	\$36,452	\$63,059	\$55,469	\$55,469	1,406	699									
Plymouth	Town	\$33,891	\$76,631	\$90,784	\$90,784	56,011	20,946	8574	\$13,433.00	\$115,350.00						
The Pinchills	CDP	\$58,507	\$91,876	\$115,819	\$115,819	922	488									
Mashpee	Town	\$33,492	\$62,763	\$75,560	\$75,560	13,900	5,753									
New Scobury	CDP	\$61,768	\$91,528	\$101,563	\$101,563	975	483									
Mashpee Neck	CDP	\$48,867	\$90,096	\$108,618	\$108,618	869	393									
Falmouth	CDP	\$44,413	\$34,018	\$75,590	\$75,590	9,595	2,116									
Dennis Port	CDP	\$28,071	\$45,373	\$65,313	\$65,313	3,686	1,635									
South Dennis	CDP	\$26,704	\$49,123	\$68,027	\$68,027	3,486	1,648									
West Dennis	CDP	\$30,428	\$49,815	\$64,619	\$64,619	2,095	1,020									

Town	County	Per Capita	Median Household	Median Family	Median	Population	Households	#
Falmouth	CDP	\$44,413	\$34,018	\$75,590	\$75,590	9,595	2,116	
Dennis Port	CDP	\$28,071	\$45,373	\$65,313	\$65,313	3,686	1,635	
South Dennis	CDP	\$26,704	\$49,123	\$68,027	\$68,027	3,486	1,648	
West Dennis	CDP	\$30,428	\$49,815	\$64,619	\$64,619	2,095	1,020	