

Approved 9.16.15

TOWN OF WENHAM

Finance & Advisory Committee  
Meeting of July 1, 2015  
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Committee/Board members, a meeting of the Finance & Advisory Committee (FinCom) was held on Tuesday, July 1, 2015 at in the Selectmen Chambers.

**1) Call Meeting to Order**

With a quorum present, Mr. Lucy called the Wenham Finance Committee (FinCom) meeting to order at 6:31 PM  
Committee Members present: Michael Lucy, Chair; Michael Therrien; Rick Quinn; Alex Begin  
Not Present: Ned Flynn  
Also present Angel Wills, Finance Director; Peter Lombardi, Town Administrator  
Catherine Tinsley, Recording Secretary

**Public information**

Agenda

Reserve Fund Transfer Requests

Minutes – June 2, 2015 (WFC & Joint HW)

**2) Committee Governance:** election of FY16 Chair (**Vote**); welcome new member;

Mr. Quinn nominated Mike Lucy as chair of the Finance Committee for Fy 16. The nomination was seconded. There were no other nominations. Mr. Lucy accepted the nomination.

The Finance Committee welcomed new member Alex Begin.

**3) Chairman's Update**

Mr. Lucy recognized the committee for their work through FY 15 that resulted in a successful presentation of the FY 16 budget at town meeting.

**4) FY 17 Budget Process:** Preliminary Schedule; Liaison Assignments

Ms. Wills announced the Town Meeting for 2016 has been set for April 2, 2016. Ms. Wills is working with the Town Administrator on a long-range budget forecast and a review of the past fiscal year 2015, which will be presented to both the Finance Committee and the Board of Selectmen (BOS). This is at the start of the budget schedule for Fy 17. The Committee reviewed the proposed budget preparation-meeting schedule that included a Budget Development Phase, Budget Review Phase, and Budget Approval Phase.

Mr. Lucy talked about the liaison assignments in Fy 17 explaining committee members are assigned to a town department to get a better understanding of the budget needs of that specific department to assist in the budget discussion/decisions. The list was reviewed and accepted by the committee.

**5) Pending year-end FY15** intra-account, inter-account and reserve fund transfers -- **Vote**

Ms. Wills reviewed the fiscal year end transfers totaling \$101,825.84. The transfer requests included in part, to cover unanticipated Legal Expense, Snow /Ice Expense, IT Expense, and DPW Fuel Expense.

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- Mr. Quinn moved, and it was seconded to approve the end of the year appropriation transfer requests totaling \$101,825.84, as proposed . The motion carried unanimously.
- *Mr. Therrien moved, and it was seconded, to approve the transfer request of \$7,635 from Water Capital to Water Expense. The motion carried unanimously.*
- *Mr. Therrien moved, and it was seconded, to approve the appropriation transfer request of \$3,000 from police salaries to park salaries, as of June 15, 2015 for lifeguards at Pleasant Pond. The motion carried unanimously.*
- *Mr. Therrien moved, and it was seconded, to approve the Reserve Fund transfer request of \$14,000 for legal expenses. The motion carried unanimously.*
- Mr. Quinn moved, and it was seconded, to approve the Reserve Fund transfer of \$350 for Permitting salaries wages. The motion carried unanimously.
- *Mr. Therrien moved, and it was seconded, to approve the Reserve Fund transfer request of \$750 Assessor salaries/wages. The motion carried unanimously.*
- *Mr. Therrien moved, and it was seconded, to approve the Reserve Fund transfer request of \$3,000 for Library salaries/wages. The motion carried unanimously. ( As a joint program, there will be a proportional reimbursement from the Town of Hamilton)*
- *Mr. Therrien moved, and it was seconded, to approve the Reserve Fund transfer request of \$2,000 for Medicare/ FICA expenses. The motion carried unanimously.*
- Ms. Wills summarized the Reserve Fund reporting that 95 percent of the Reserve Fund was spent in FY 15; the balance at the end of FY 15 was \$8,000.

**6) Approval of Minutes:** June 2, 2015 -HW joint FinCom & Wenham FinCom

*Mr. Therrien moved, and it was seconded, to adopt the joint Hamilton & Wenham Finance Committee meeting minutes of June 2, 2015 as prepared by Jane Dooley. The motion carried by majority vote with Mr. Begin abstaining citing he was not on the Finance Committee on June 2, 2015.*

*Mr. Therrien moved, and it was seconded, to adopt the Wenham Finance Committee minutes of June 2, 2015. The motion carried by majority vote with Mr. Begin abstaining citing he was not on the Finance Committee on June 2, 2015.*

**7) Next Meeting:** A meeting in September to be determined /October 14, 2015 @ 6:30 Town Hall

**8) Other Matters,** as may not have been reasonably anticipated by the Chair (discussion only).

There were no other matters before the Committee.

**9) Adjournment**

*Mr. Therrien moved to adjourn at 7:07 PM and it was unanimous to do so.*

Respectfully submitted by

Catherine Tinsley  
6.27.15