

TOWN OF WENHAM

Finance & Advisory Committee
Meeting Minutes of September 8, 2016
Bessie Buker School, 5 School 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 members, a meeting of the Finance & Advisory Committee (FinCom) was held on Thursday September 8, 2016 at 6:30 PM in the Bessie Buker Multi-Purpose Room

Call Meeting to Order

With a quorum present, Chairman Lucy, called the meeting to order at 6:33 PM.
Committee Members present: Michael Lucy, Chair; Rick Quinn; Alex Begin (A)635 pm; Michael Therrien
Not Present: Ned Flynn
Also present: Angel Wills, Finance Director; Peter Lombardi, Town Administrator
Catherine Tinsley, Recording Secretary

Public Information
Recorded with permission by HWCAM
Reserve Fund Transfers
Resolution of Appreciation – A. Wills

Chairman's update

Working Group 2 has met. Working Group 1 will meet next week.

Town Administrator's Update

Mr. Lombardi reported that the Town received a grant through Community Compact program for a consultant to work with the Town on a Capital Improvement Program for Fy 18. MRI, Inc. is the consultant for the Town and is meeting with department heads, the Town Administrator and Finance Director with a goal towards having a final report and recommendation in the next month for the FY 18 budget.

The initial FY18 forecast will be updated with actual numbers and local receipts when they are available.

Preliminary department budgets are due next week. Mr. Lombardi will meet with each Department Head and review each budget.

A joint meeting with the Board of Selectmen will be planned in early October to discuss FY18 budget. It was noted as the budget is proving to be challenging this year, the process is beginning earlier.

An interim Finance Director will be hired to work two days a week for the next few month during the recruitment process to maintain daily account payable.

Reserve Fund Transfer (RFT) Requests - Total \$121,00

If transfers are approved, the remaining balance: \$45,762 at the end of the first quarter of Fy 17.
Mr. Lucy noted that a special Town meeting can be called to replenish the Reserve Fund, if necessary.

APPROVED 11.9.16

Fund Contract for Municipal Resources Inc.(MRI) as a consultant to hire a Finance Director/ Town Accountant

MRI, Inc. Recruitment Fee: Finance Director / Town Accountant \$6000

MRI is a recruiting company for municipalities. This RFT is at the request of the BOS for the unforeseen cost to fill the Finance Director position.

Vote: Mr. Begin moved, and it was seconded, to approve the RFT request of \$6,000 to the Finance Director Search account. The motion carried unanimously.

Refuse Collection Contract with Casella - FY 17 \$115,000

Mr. Lombardi reported that the Town received notice in August that Hiltz would terminate their refuse contract with Wenham (and Hamilton).

Mr. Lombardi worked closely with Hamilton's Town Manager Michael Lombardo to issue a Request for Proposal for refuse collection. Casella Waste Management was the lowest bidder but at a significant increase of 2.5% over what the towns have been paying, including tonnage. The tonnage is a separate contract with Wheelabrator through June 2020 with incremental increases annually. For the purpose of budgeting, the tonnage is calculated at 950 tons a week at \$16 per ton.

The contract with Casella is a 5-year contract with extensions for trash, recycling, organic collection, etc.. There are no changes to Wenham's services.

Casella will provide new equipment as according to the contract by July 1, 2017.

The contract was approved by the BOS subject to the RFT.

Mr. Lombardi noted that this is a one-time increase for FY17; the FY18 budget will include the updated trash pickup contract fees.

Vote: Mr. Therrien moved, and it was seconded to approve a RFT of \$115,000 to Refuse Collection. The motion carried unanimously.

Chairman Lucy recognized the Mr. Lombardi and the Selectmen for their due diligence through the process during this time.

Recognition of Finance Director Angel Wills

Mr. Lucy announced that Angel Wills has given her notice to the Town and is leaving Wenham for another position. Mr. Lucy read a Resolution of Appreciation, and commended Ms. Wills for her work in Wenham and all her efforts addressing the needs and objectives of the Wenham Finance Committee and presented it to Ms. Wills with thanks.

Vote: Mr. Quinn moved and it was seconded, the Finance Committee adopt the resolution. The motion carried unanimously.

Next Meeting

A joint meeting with Board of Selectmen will be scheduled in early October

Other matters

Adjournment - The Committee unanimously adjourned at 6:54 pm

Respectfully Submitted By
Catherine Tinsley
9.27.16