

Approved 5.30.13

Town of Wenham
Finance & Advisory Committee
Meeting of Saturday, April 6, 2013
Bessie Buker School, School Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25 written notice posted by the Town Clerk and delivered to all Committee members, a meeting of the Finance & Advisory Committee was held on Saturday, April 6, 2013 at 11 AM in the Conference Room.

With a quorum present, Mr. Lucy called the Finance & Advisory Committee meeting to order at 11:05 am.
Committee present: Michael Lucy, Chair; Hilliard Ebling; Jeff Fotta; Kathryn Mansfield; Richard Quinn
Also Present: Mark Andrews, Interim Town Administrator; Bay State Consultant David Genereux; Catherine Tinsley, Minutes Secretary

Public information

Agenda

Reserve Fund Transfer Requests

Annual Town Meeting Warrant April 6, 2013

Abbreviations used:

FinCom Finance & Advisory Committee

BOS Board of Selectmen

FY Fiscal Year

Report of the Finance Committee Chair

Mr. Lucy summarized the process preparing for Town Meeting saying it was a full schedule and overall, went well. Selectman Wilson will assist the Finance Department and Baystate Municipal Accounting Group.

Approval of Minutes – March 4, 2013 & March 7, 2013

*VOTE: Mr. Fotta moved to adopt the Finance Committee meeting minutes of **March 4, 2013**. Mr. Ebling seconded and the motion carried unanimously.*

*VOTE: Mr. Quinn moved to adopt the Finance Committee meeting minutes of **March 7, 2013**. Mr. Ebling seconded and the motion carried unanimously.*

Reserve Fund Transfers

The FinCom considered and approved the following Reserve Fund Transfer requests:

Harpers Payroll

Mr. Ebling moved to approve the Reserve Fund Transfer Request dated March 13, 2013, for a Reserve Fund Transfer of \$2,000 to cover associated with Contracted Services 01-145-5300-0000, to fund the account for payroll services through Harper's Payroll Services. Mr. Fotta seconded and the motion carried unanimously.

Baystate Municipal Accounting Group (BMAG) – Contract through July 31, 2013

Mr. Lucy reiterated that this request for a Reserve Fund transfer of \$10,725 is to pay fifty percent of the contract with BMAG for financial services through July 31, 2013. He stressed the understanding that the Town is obligated to pay the full contracted amount of \$21,450. The balance of the contract will be presented to the FinCom at the (tentative) May 30, 2013 meeting for approval.

VOTE: Mr. Fotta moved to approve a Reserve Fund Transfer for \$10,725. to line item 01-145-5300-0000 Treasurer / Collector / CS for financial services contracted with BMAG through May 30, 2013 as per invoice dated April 6, 2013. Mr. Quinn seconded and the motion carried unanimously.

Baystate Municipal Accounting Group

VOTE: Ms. Mansfield moved to approve a Reserve Fund Transfer for \$1,266.39 to line item 01-145-5300-0000 Treasurer / Collector / CS for ATM documents provided by BMAG on the invoice dated March 10, 2013. Mr. Ebling seconded and the motion carried unanimously.

Mr. Andrews talked about the Request For Quotes issued for end of Fiscal Year Financial Services, saying the language was reviewed by the Town's auditing firm, Powers and Sullivan. The FinCom's packet included the responses from the RFQ. The Finance Committee voiced their concern for "hands on" participation in the Finance Department going forward to bring the department up to date.

Verizon

VOTE: Mr. Quinn moved to approve a Reserve Fund Transfer for \$8,711.60 to account 01-752-5925-0000 to pay the interest to Verizon New England for the recent reverse ruling by the Mass Appeals Court on a decision of the Mass Appellant Tax board on the personal property appeal of the FY 2009 value set by the Department of Revenue. Wenham is required to pay the FY 2009 Tax Abatement and refund that amount with 6% interest, based on 1436 days, from May 1, 2009 through April 6, 2013. Ms. Mansfield seconded and the motion carried unanimously.

Legal / Outside Counsel

Mr. Andrews summarized the transfer request saying the Government Study Committee used Kopleman & Paige; Morgan Brown & Joy Labor Counsel for Union Contracts; Claims filed relative to the Open Meeting Law.
VOTE: Mr. Ebling moved to approve a Reserve Fund Transfer for \$8,773.05 to 01-151-5220 Legal/Outside Counsel for on-going legal action related to lawsuits, contracts and personnel matters. Mr. Fotta seconded and the motion carried unanimously.

The net balance of the Reserve Fund: \$5,557.38, subject to further verification.

Preparation for Town Meeting

The Chair outlined the reading of the articles for town meeting.

Preview Discussion of FY15 Cycle

The FinCom talked about and suggested changes for the FY15 budget:

- Standard format for all departments
- FY 15 "mission/goals" and needs/challenges facing for each department
- Consolidation of sub-accounts where possible to streamline process
- Assigning FinCom liaison to each department

Ms Mansfield supported the liaisons approach saying she found it helpful to speak one on one with various departments. She also acknowledged Mr. Generaux / BMAG for the clarity of the level of detail, back up of data, and expertise provided through the budget process; this sentiment was echoed by the committee. Mr. Quinn added the importance of striving for simplicity during the process and to work closely with the Town Administrator with transparency.

Mr. Weaver arrived at 12:10 pm and gave a brief overview of the Finance Committee's participation at TM, the reading of the motions, and answered questions regarding the Town Meeting procedure.

VOTE: On motion by Mr. Quinn, the Finance Committee voted unanimously at 12:23 pm to reconvene in Town Meeting. The FinCom reconvened for Town Meeting at 1 pm.

VOTE: Mr. Quinn moved the FinCom adjourn at the completion of Town Meeting and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley