

Approved 7.31.13

Town of Wenham  
Finance & Advisory Committee  
Meeting of June 26, 2013  
Wenham Town Hall, 138 Main Street

Pursuant to MGL Chapter 30A, written notice posted by the Town Clerk and delivered to all Committee members, a meeting of the Finance & Advisory Committee was held on Wednesday, June 26, 2013 ~ 6:30 pm in the Selectmen's Meeting Room.

With a quorum present, Ms. Harrison called the Finance & Advisory Committee meeting to order at 6:39 pm.

Committee present: Michael Lucy, Chair; Jeff Fotta (6:58 pm), Kevin Lech, Kathryn Mansfield, Rick Quinn

Not present: Hilliard Ebling

Also Present: Mark Andrews, Town Administrator; David Genereux, Interim Finance Director/ BMAG; Catherine Tinsley, Minutes Secretary

Selectman Whittaker and Wilson were present but did not participate.

Public Information

Agenda

Minutes 2.20.13 / 5.30.13

End of Year (FY13) Budget Transfers

Letter: Library

Financial Management Policy and Procedures

Proposed FY15 Meeting schedule

Letter: HWRSD

Abbreviations

Fin Com Finance Committee

BOS Board of Selectmen

BMAG Baystate Municipal Accounting Group

FY Fiscal Year

Chair's Report - There was no report from the Chair.

Minutes: 2.20.13 & 5.20.13

*Vote: Ms. Mansfield moved, and it was seconded, to adopt the **February 20, 2013** Finance Committee minutes. The motion carried unanimously.*

*Vote: Ms. Mansfield moved, and it was seconded, to adopt the **May 30, 2013** Finance Committee minutes. The motion carried unanimously.*

FY 13 Department Line Item Transfers / Reserve Fund Transfer Requests

The following requests were presented to the Fin Com for consideration in accordance to MGL Chapter 40, Section 6: To provide for extraordinary or unforeseen expenditures, a town may at an annual or special town meeting appropriate or transfer a sum or sums not exceeding in the aggregate five per cent of the levy of the fiscal year preceding the fiscal year for which the fund, to be known as the reserve fund, is established. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted by the finance or appropriation committee of the town, in towns having such a committee, and in other towns by the selectmen; and the town accountant in towns having such an official, and in other towns the auditor or board of auditors, shall make such transfers accordingly.

18. *Mr. Quinn moved, and it was seconded, to approve the transfer request dated June 20, 2013 of \$527.03 from 620-5200-0008 Joint Library Expense Heat & Utilities to 620-5200-0004 Joint Library Technology. The motion carried unanimously.*
19. *Ms. Mansfield moved, and it was seconded, to approve the transfer request dated June 20, 2013 of \$145.53 from 620-5200-0002 Joint Library Expenses to 620-5200-0001 Joint Library Expense Books. The motion carried unanimously.*

20. Mr. Quinn moved, and it was seconded, to approve the transfer request dated June 20, 2013 of \$271.08 from 620-5200-0008 Joint Library Expense Heat & Utilities to 620-5200-0009 Joint Library Expense General Supplies. The motion carried unanimously.
21. Mr. Lech moved, and it was seconded, to approve the transfer request dated June 20, 2013 of \$234.68 from 620-5200-0008 Joint Library Expense Heat & Utilities to 620-5200-0005 Joint Library Technology. The motion carried unanimously.
22. Ms. Mansfield moved, and it was seconded, to approve the transfer request dated June 20, 2013 of \$1,000.00 from 620-5200-0008 Joint Library Expense Heat & Utilities to 620-5200-0001 Joint Library Expense Books. The motion carried unanimously.
23. Ms. Mansfield moved, and it was seconded, to approve the transfer request dated June 20, 2013 of \$2,000.00 from 135-5100-0000 Town Accountant Salary to 135-5200-0000 Town Accountant Expenses. The motion carried unanimously.
24. Mr. Lech moved, and it was seconded, to approve the transfer request dated June 20, 2013 of \$3,000.00 from 914-5200-0000 Employee Group Insurance Expense to 424-5200-0000 Street Lighting Expense. The motion carried unanimously.
25. Mr. Quinn moved, and it was seconded, to approve the transfer request dated June 20, 2013 of \$3,324.00 from 914-5200-0000 Employee Group Insurance Expense to 210-5800-0000 Police Capital. The motion carried unanimously.
26. Mr. Quinn moved, and it was seconded, to approve the transfer request dated June 20, 2013 of \$3,600.00 from 914-5200-0000 Employee Group Insurance Expense to 510-5300-0000 Contract Services / Health Agent. The motion carried unanimously. \*
27. Mr. Lech moved, and it was seconded, to approve the transfer request dated June 20, 2013 of \$525.00 from 914-5200-0000 Employee Group Insurance Expense to 151-5220-0000 Legal Outside Counsel. The motion carried unanimously.
28. Mr. Quinn moved, and it was seconded, to approve the transfer request dated June 20, 2013 of \$200.00 from 155-5800-0000 Info Tech Capital to 155-5800-0000 Info Tech Contract Services. The motion carried unanimously
29. Mr. Quinn moved, and it was seconded, to approve the transfer request dated June 24, 2013 of \$150.00 from 29-450-5800 Water Capital to 620-450-5100 Water Salaries & Wages. The motion carried unanimously
30. Mr. Lech moved, and it was seconded, to approve the transfer request dated June 24, 2013 of \$5,000.00 from 220-5700-0000 Fire Department Training Expense to 220-5200-0000 Fire Department Expenses. The motion carried unanimously.
31. Mr. Fotta moved, and it was seconded, to approve the transfer request dated June 25, 2013 of \$2,500.00 from 01-192-5300-0000 Buildings & Grounds Contracted Services to 01-192-5200-0000 Buildings & Grounds Expense. The motion carried unanimously. It was noted this was for accreditation improvements to the Police station.

These Accounts will be reviewed in a trend analysis for over/ under budgeting.

The Department Heads and Finance Department were recognized for the work and the requests being processed in a timely manner.

\* Regarding the transfer request for Contract Services Health Agent, the Fin Com asked for the details of the budget/ transfer. Mr. Genereux will report back- discretionary spending. The details were requested.

Town Administrator's Report: update

Mr. Andrews reported:

- The BOS are receiving weekly updates regarding the Finance Department and monitoring the progress carefully and support the trial of contracted financial services at this time
- The two support positions for the Treasurer/Collector have been filled
- The Finance Department is prepared for the annual audit with Powers & Sullivan
- BMAG is preparing for the closing of Fiscal Year 2013
- A weekly warrant is being done; Department Heads are pleased
- Department Heads are communicating remotely with BMAG; this seems to be working well

HW Library Supplemental Budget Update – Present in the audience Library Trustees Annett Janes, Marcia Whittaker, Pat Purdy. Library Director Jan Dempsey updated the Committee:

- Carpet repairs will begin July 1
- A tree was donated by Joe Soucy in appreciation
- The Children's book sale, held by the Friends of the Library, was a success

Ms. Dempsey went on to talk about the concerns of the library staff to bring the salaries up to market rate, create a step system, differential pay for Librarians with a Master of Library Science degree, and update the Employee Handbook.

She cited that with the low salaries, it is difficult to attract and retain qualified staff.

She asked a liaison from the BOS /Fin Com from Wenham and Hamilton meet to discuss these concerns before the next budget cycle begins with a committee to discuss these matters in detail.

Noting the Library is a "jewel" to the Town, Mr. Lucy said the Fin Com would have a representative on this committee and if possible, bring any changes to the fall town meeting for consideration.

He asked that the Library Staff provide specific requests to be vetted by the Finance Committee.

Mr. Andrews noted the handbook affects all employees and needs to be addressed by all departments.

Financial Policies & Procedures - Mr. Lucy reported that the BOS took action to adopt the Financial Management Policy and Procedures. This was before the Fin Com for a vote.

Mr. Genereux commented that these policies were written to specifically address the Management letter from the FY 12 Audit. The Operations Manual is a much larger more detailed document that contains other policies to also be apart of the Town's procedures. The draft will be brought to the Fin Com for approval upon completion.

*Vote; Mr. Quinn moved, and it was seconded, to adopt the Financial Management Policy and Procedures. The motion carried unanimously.*

FY 15 Budget Cycle Schedule - The Committee reviewed a draft of the FY 15 budget meeting schedule.

The Committee will meet July 9, 2013 if needed.

The July 31, 2013 will be a Joint meeting of the Hamilton and Wenham Finance Committees.

The Wenham Fin Com will be discussing liaisons to the town departments for the Fiscal 15 cycle.

Town Administrator's Report Continued - Earlier in the year, the Finance Committee charged Mr. Andrews with compiling and inventory of job descriptions for all employees by June 30, 2013, the end of the fiscal year. Mr. Andrews presented the committee with a master report. Noting the extensive number of pages, he said individual copies were not made. This will be on a future agenda for review/ discussion.

Hamilton Wenham Regional School District (HWRSD) - The HWRSD informed the town that the HWRSD, School Committee voted to approve the use of \$146,477 from the Excess & Deficiency Account to reduce the assessment to the Town for the FY14 budget. The new assessment to Wenham for FY14 is \$7,122,599.

The School Committee also approved the issuance of Bond Anticipation Notes (BAN) in the amount of \$2,075,000 to be converted to bonds around October 2013 after all the projects that are covered by the bonds are completed.

*Vote: Ms. Mansfield moved to adjourn at 7:45 pm and it was unanimous to do so.*

Respectfully submitted by

Catherine Tinsley  
7.4.13