

Approved 12.11.13

**Town of Wenham
Finance & Advisory Committee
Meeting of October 24, 2013
Town Hall**

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 Thursday, October 24, 2013 at 6:30 PM in the Selectmen's Chambers at Town Hall.

1. Call Meeting to Order:

With a quorum present, Chairman Lucy called the meeting to order at 6:30 pm
Committee present: Michael Lucy, Chair; Hilliard Ebling, Kevin Lech and Rick Quinn.

Unable to attend: Katherine Mansfield, Jeff Fotta.

Also Present: Mark Andrews, Town Administrator; David Genereux, Interim Finance Director, Baystate Municipal Accounting Group;

Public Information

Agenda

Warrant for Special Town Meeting, November 5, 2013

Reserve Fund Transfer Requests

Minutes – January 30, 2013; September 25, 2013

Library Compensation study Materials

Financial update reports

FY 15 Budget Schedule

Abbreviations used:

FinCom Finance Committee

TA Town Administrator

2. Special Town Meeting: Preparations, Articles, & FinCom Recommendations

The Fall Special Town Meeting (FSTM) is Tuesday, November 5, 2013 at 7:30.

Mr. Andrews briefed the Committee on the pending Warrant Articles; questions were reviewed and answered and the FinCom took the following actions with respect to recommendations to the Special Town Meeting:

Articles 1-4: Routine transfers and accounting adjustments

Article 1: Unpaid Obligations from Prior Fiscal Years: On a motion by H. Ebling, seconded by R. Quinn, the Committee voted a Recommendation for Favorable Action by a vote of 4-0.

Article 2: Emergency Communications Center: On a motion by H. Ebling, seconded by K. Lech, the Committee voted a Recommendation for Favorable Action by a vote of 4-0.

Article 3: Water Department (FY 2014) - System Improvements: On a motion by R. Quinn, seconded by H. Ebling, the Committee voted a Recommendation of Favorable Action by a vote of 4-0.

Article 4: Transfer from Assessors Overlay: On a motion by H. Ebling, seconded by K. Lech, the Committee voted a Recommendation of Favorable Action by a vote of 4-0.

Articles 5-8: School articles related to funding capital projects.

Article 5: Buker School Heating System Project (MSBA aided project): On a motion by R. Quinn, seconded by H. Ebling , the Committee voted a Recommendation of Favorable Action by a vote of 4-0.

Article 6: Winthrop School Heating System and Windows Project (MSBA aided project): On a motion by H. Ebling, seconded by K.Lech, the Committee voted a Recommendation of Favorable Action on a vote of 4-0.

Article 7: Winthrop School Heating Distribution System Project (non-MSBAZ aided project): Due to continuing evaluation and study and the need for further update from the HWRSD, the Committee voted a conditional interim Recommendation of Unfavorable Action, pending further clarification before the STM on November 5,2013. The motion was made by H. Ebling, seconded by R. Quinn and the vote was 4-0.

Article 8: Buker School Fire Suppression System Project (non-MSBA aided project): Due to continuing evaluation and the need for further study and deliberation between HWRSD and the two towns, the Committee voted a conditional interim Recommendation of Unfavorable Action, pending further clarification prior to the STM on November 5,2013. The motion was made by H. Ebling, seconded R. Quinn, and the vote was 4-0.

Other:

Article 9: Animal Control Bylaw: On a motion by K. Lech, seconded by H. Ebling, the Committee voted a Recommendation of Favorable Action, and the vote was 4-0.

3. Reserve Fund Transfer (RFT) Requests: All requests made are in accordance with Chapter 40, Section 6, of the Massachusetts General Laws. Reserve Funds Transfers dated October 24, 2013 (009-010):

FY14-009 GASB (Government Accounting Standards Board) Audit 45 Expense: Funding necessary for GASB 45 audit required every three years and which was not funded in FY 13 budget.

Vote: H. Ebling moved, seconded by R. Quinn, to approve the RFT request dated October 24, 2013 of \$4,500.00 to 01-139-53400-000 Expenses. The motion carried unanimously.

Parks Gate Keepers Salaries: Additional funding necessary to pay salaries of Gate Keepers for FY 14.

Vote: H. Ebling moved, seconded by K. Lech, to approve the RFT request dated October 24, 2013 of \$ 2,215.00 to 01-650-5100-000 Salaries. The motion carried unanimously.

4. FY 15 Budget Cycle Schedule

Chairman Lucy reviewed the proposed FY15 budget cycle meeting schedule, noting following the STM related meetings on October 30 and November 5, the next currently planned FinCom would likely be Wednesday, December 11, 2013 (subject to confirmation). In the interim the TA, working with Department heads and the BOS will be developing the Administration's draft FY 15 Budget which will then be reviewed by the FinCom. The FinCom will provide its' feedback and recommendations. That process will likely begin with the December 11 session and continue in the period January to March, with an average of two meetings per month in that period. The goal is a completed budget ready for final review by early March, and subsequent approval action at the April Annual Town Meeting.

5. Library Working Group Update: The TA, together with M. Whitaker, Chair Library Trustees, and J. Dempsey, Director, HW Regional Library, provided the FinCom with an interim update report on the Working Group's deliberations to review Library staff compensation levels and planned adjustments thereto. There is a plan emerging to make compensation adjustments in part in FY 14 (in Wenham via an RFT), and then on a phased basis over the following three years, to move staff compensation levels to better align with peer institutions via the annual budgeting process for FY 15, FY 16, and FY17. Chair Lucy indicated that the FinCom appreciates the comprehensive efforts of the Working Group and looks forward to hearing a final briefing, and then taking action on the FY 14 RFT, (Wenham's share is approximately \$ 10,652 for FY 14), likely at its' December 11 session.

6. Approval of Minutes: January 30, 2013; September 25, 2013:

Minutes of The Wenham Finance Committee of January 30, 2013:

Vote: H. Ebling moved, seconded by R. Quinn, to approve the Minutes. The vote was unanimous.

Minutes of the Joint Meeting of the Hamilton and Wenham Finance Committees, January 30, 2013: H. Ebling moved, seconded by R. Quinn, to approve the Minutes. The vote was unanimous.

Minutes of the Joint Meeting of the Hamilton and Wenham Finance Committees of September 25, 2013; H. Ebling moved, seconded by R. Quinn to approve the Minutes. The vote was unanimous.

Minutes of the Wenham Finance Committee of September 25, 2013: H. Ebling moved, seconded by R. Quinn, to approve the Minutes. The vote was unanimous.

7. Next Meetings:

The next session of the FinCom will be Wednesday, October 30 at 7 PM at Town Hall and will be the Warrant Article Hearing for the November 5 STM.

The FinCom will also meet at 7 PM at Buker School, on Tuesday, November 5, just ahead of the Special Town Meeting, which begins at 7:30 PM.

8. Adjournment:

There being no further business, on a motion by R. Quinn, seconded by H. Ebling, and a unanimous vote the meeting adjourned at 7:55 PM.

Respectfully submitted by

Michael S. Lucy
October 25, 2013