

Finance Committee Minutes

October 10th 2017

The meeting was called to order at 6:35PM with the distribution of the minutes of September 28th. Present were Mr. Carson, Mr. Pshenishny, Mr. Miller, Mrs. Fracasso, Mr. Klein, Mrs. Walker and Mrs. Spaulding. Mrs. Pshenishny was in the audience. The minutes were accepted as read, Mr. Klein 1st, Mr. Pshenishny 2nd passed unanimously.

Mrs. Walker reported meeting with Ms. Enoch. While it was hoped budget requests for the coming fiscal year could be submitted in Excel and then easily merged with the Town's accounting program, it is not feasible since the programs do not work together. Mrs. Fracasso stated it is hoped the new server would house all the departments' data in the cloud where all the different programs used in Town Hall would be housed and work together. Mrs. Walker presented some drafts developed by Mrs. Fleck using previous year's forms with some additions. (see attached). Each department's form would now show total expenditures for the past two years, the present year's approved budget and also the current year's expenditures to date. The form would also include a comments section where Department Heads can add details regarding changes in the budgets. The committee noted some departments, namely, the Highway, Library, Fire, Police and Emergency Services might have a somewhat lengthy list, but the breakdown would allow the Finance Committee, Town Administrator and Department Heads to fully grasp expenditures for particular categories.

There was a brief discussion about "free cash". The state suggests that the amount of free cash should range between 3-5%, however the free cash within the town had some years far exceeded that percentage. Mrs. Walker had obtained from the Division of Local Services, Massachusetts of Revenue the Municipal Trend Analysis of the towns' monies from 2013 to 2017 (see attached). Upon review it was noted that the free cash for the fiscal years 2016 and 2017 ranged between \$700,000 to \$750,000, this far exceeded the state norm. When reviewing this form it was also noted that the state aid although not great was continually rising.

When examining the "Revenue by Source" it was noted that there were other sources of revenue besides the real estate taxes. When Ms. Enoch is able to come to the committee she might be able to explain where these added sources of revenue originate. Mr. Pshenishny questioned the grants that come into the town and thought that some of the revenue might be that. There was a brief discussion about the building inspector's fees, and Ms. Walker noted

that should he use a “consultant” there were specific laws involved in this activity, however it was not thought that the building inspector ever used a consultant.

The committee then turned to the Highway Department. Mr. Carson stated there should be up to date maintenance records on all the vehicles so if a vehicle showed increased repair costs, it could be considered for replacement by the Capital Committee. Copies of these maintenance reports should be housed at the Town Hall so that the Capital Committee and the Town Administrator could have easy access to them.

Mr. Klein introduced the latest town warrant and note in some instances the budget requests matched the items on the warrant, however some items, for example Winter Roads, had no break down. He stated he thinks these large items need to be broken down into various categories. He continued to suggest that the prior year’s expenditures of the various categories be listed. Ms. Walker stated the Finance Committee job is to make sure that the town’s money is spent appropriately. Mrs. Pshenishny asked if she could say something and was given permission so to do. She stated that she would like the yearly budget to be kept under the levy limit.

The committee discussed the need for the bills etc. to be recorded in such a way that they could be easily available to the Finance Committee. There was some question about large bills like that of Verizon and when this bill was received was it broken down into departments, or simply rendered as one bill?

The following is a copy of the FY 2019 Budget Calendar:

Week of November 6th joint meeting of the Board of Selectmen and the Finance Committee.

Monday November 13th Departmental Budget requests are distributed.

Friday January 5th 2018 Completed Departmental Budget requests are due at the Town Hall.

Week of February 20th 2018 Joint meeting of the Board of Selectmen and the Finance Committee.

Thursday, March 15th 2018 Tentative Date for SBRSD to adopt FY 22019 School budget.

Friday March 23rd 2018 Warrant Closes, Articles submitted to the Selectmen by petition or otherwise must be submitted to the Town Clerk by this day.

Monday April 9th 2018 Ballot Closes, Ballot questions must be submitted to the Town Clerk by this day.

Week of April 16th 2018 Warrant Finalized.

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Monday April 23rd 2018 Tentative Date to Post Warrant.

Saturday April 28th 2018 Tentative Date for Budget Presentation.

Monday April 30th 2018 Final Deadline to Post Warrant.

Monday May 7th 2018 Annual Town Meeting.

Monday May 14th 2018 Annual Town election.

In closing the meeting the following agenda was established:-

- 1) Mr. Klein will meet with Ms. Shalaby to discuss the plans for the Capital Committee and will report back to the finance Committee.
- 2) Ms. Walker will report upon her discussions with Ms. Enoch.
- 3) Ms. Enoch will come and explain the revolving account and explain the sources of revenue for the town.

The next meeting will take place on Thursday October 26th at 6:30PM. A motion to adjourn was made at 8:00PM by Mr. Klein, Mrs. Fracasso 2nd passed unanimously.

Respectfully submitted,

Prudence Spaulding, Secretary.