

**Finance Committee Meeting
June 18, 2013
Butterick Building Room 205**

Members in attendance: John Kilcoyne, Robert Brown, Patrick Fox, Mary Cliett, Barbara Bartlett, and Town Administrator, Terri Ackerman. (Absent member: Joseph Sova. One vacant seat.)

Chairman John Kilcoyne called meeting to order at 7:02 PM.

Elect Officers

Patrick Fox moved to elect John Kilcoyne and Robert Brown as Chair(s), and Barbara Bartlett as Clerk. Seconded by Mary Cliett. Vote is unanimous (5-0).

Approve Minutes

Committee reviewed minutes of the following meetings:

March 2, 2013 (approved pending amendment)

March 12, 2013 (approved pending two amendments)

April 23, 2013

May 13, 2013

Patrick Fox moved to approve meeting minutes (once amended as discussed, where necessary), seconded by Robert Brown. All in favor (5-0).

Discussion followed regarding the possibility of using a Senior Tax Work-off worker to take minutes for the Finance Committee. General consensus of the members is that this would be a good idea. Ms. Ackerman will gather names of interested parties and may bring them in to meet the committee.

Meet Candidates / Vote to Recommend

There were no candidates for Finance Committee. Personnel Board candidates were discussed, but it was decided to hold on recommendations, and that the candidates should not be brought to the June 19th Board of Selectmen meeting. Capital Committee: Patrick Fox moved to recommend Jim Simpson for the CapCom, and Robert Brown seconded.

Reserve Fund / End of Year Transfers

Request for Transfer of \$1,500 from the Reserve Fund to COA Van Driver Salary for salary for the 2nd van driver secured by Board of Selectmen @ 20 hrs/wk - which will be reimbursed by MART to the General Fund. Motion to approve: Barbara Bartlett. Second: Mary Cliett. All in favor (5-0).

Request for Transfer of \$500 from the Reserve Fund to Town Admin Wages for sick buy-back and vacation payment balance for long-time employee who left in August 2012. Motion to approve: Patrick Fox. Second: John Kilcoyne. All in favor (5-0).

Request for Transfer of \$4,000 from the Reserve Fund to Professional Services for Legal Services due to an unforeseen number of OML complaints. Committee agreed to approve transfer with the *recommendation that Town Counsel go out to bid*. Motion to approve: Mary Cliett. Second: Robert Brown. All in favor (5-0).

Request for Transfer of \$6,000 from the Reserve Fund to Fire / Ambulance Wages for Payroll - Call Fire Wages to cover the shortage created by a combination of Hurricane Sandy, February Blizzards, and May brush fires. (Unused funds to be returned to General Fund.) Motion to approve: Robert Brown. Second: Mary Cliett. All in favor (5-0).

Request for Transfer of \$1,101 from the Reserve Fund to Human Resource Salaries to balance account – new employee was hired a higher grade and step due to qualifications. Motion to approve: Patrick Fox. Second: John Kilcoyne. All in favor (5-0).

Request for Transfer of \$1,000 from the Reserve Fund to Election Expenses for cost of programming two voting machines for the June 25 Special Election which was not covered by the State as otherwise anticipated. Motion to approve: Robert Brown. Second: Mary Cliett. Four (4) in favor, one (1) opposed (P. Fox).

Request for Alternate Year-End Appropriation Transfer of \$500 back to Moderator Salary from Moderator Expense. Transfer originally made (4/23/13) for Matching Funds for Grant for Electronic Signboard, which the State is now covering. Motion to approve: Mary Cliett. Second: Patrick Fox. All in favor (5-0).

Request for Alternate Year-End Appropriation Transfer of \$1,200 from Bldg – Wire Inspector Salary to Bldg – Bldg Inspector Contracted Services for prior year retirement assessment. Motion to approve: Mary Cliett. Second: Robert Brown. All in favor (5-0).

Appoint Designee to Neighbor to Neighbor Program

Finance Committee votes to appoint Lisa Call designee to Neighbor to Neighbor Program. Moved by Mary Cliett. Seconded by John Kilcoyne. Vote is unanimous (5-0).

Set Liaisons for FY13-14

Committee and Town Administrator reviewed Liaison list and made a few adjustments - may be modified again at a later date pending addition of a new committee member.

Review/Set Summer/Emergency Policies

Current Policy:

“In the event of an emergency, the Chairman, or in his absence the Vice Chairman, along with one other member of the Finance Committee may approve a reserve fund transfer in an amount not to exceed \$25,000, provided the full Finance Committee is informed of this vote at their next scheduled meeting.

An emergency includes any event where public health/safety is at risk and/or the BOS declare a state of emergency. It includes but is not limited to a severe weather event, a building catastrophe, an act of terrorism, or a significant threat to public health or safety.”

Committee unanimously voted to appoint Chair/Alternate John Kilcoyne to sign transfers of \$5,000 or less over the summer. Moved by Mary Cliett. Seconded by Barbara Bartlett. All in favor (5-0).

Next Meeting: October 1, 2013 at 7:00 PM

Motion to adjourn: John Kilcoyne. Second: Mary Cliett. All in favor. Meeting adjourned.