

Finance Committee Meeting
June 24, 2014
Butterick Building, Room 205

In Attendance: Bob Brown, Joe Sova, Barbara Bartlett, Jerry Kokernak, Ed Sweet, Cynthia Secord and Town Administrator Jeff Ritter
Absent: Mary Cliett

Chairman Bob Brown called the meeting to order at 6:03 PM.

Approval of Minutes

Jerry Kokernak made a motion to approve minutes of the May 20, 2014 meeting. Cynthia Secord seconded the motion. Five members were in favor, one abstained (Joe Sova, who was not at the May 20, 2014 meeting).

End-of-Year Account Transfers

The Zoning Board of Appeals submitted a request to transfer \$3500.00 from wages to expenses to cover the cost of legal fees. Joe Sova made a motion to approve, seconded by Barbara Bartlett. All in favor.

Town Administrator Jeff Ritter requested a transfer of \$1,085.00 from Custodial Wages to Town Administrator Wages. Joe Sova made a motion to approve, seconded by Ed Sweet. All in favor.

Reserve Fund Transfers

Pat Campbell, Library Director, requested a reserve fund transfer of \$2,654.00 to Operating Wages to cover unexpected employee retirement expenses. Joe Sova made a motion to approve the request. It was seconded by Jerry Kokernak. All in favor.

A reserve fund transfer to Operating Expenses for a winter fuel deficit of \$1,447.92 was requested by Library Director Pat Campbell. Joe Sova made a motion to approve, seconded by Cynthia Secord, All in favor.

A reserve fund transfer of \$126.80 to Memorial/Veteran's Day expenses was requested by the Police Department for detail work on Memorial Day. Joe Sova made a motion to approve, seconded by Ed Sweet. All in favor.

A reserve fund transfer of \$885.00 to Election Wages was requested by Town Clerk Dawn Michanowicz for the recount (counters, Registrars and Constable). Jerry Kokernak made a motion to approve, seconded by Joe Sova. All in favor.

A reserve fund transfer of \$500.00 to Animal Control for wages was requested. Jerry Kokernak made a motion to approve, seconded by Joe Sova. All in favor.

A reserve fund transfer of \$10,000 from Water Department wages to Water Expenses was requested by the DPW for a person unexpectedly retiring, Barbara Bartlett made a motion to approve, seconded by Joe Sova. All in favor.

A reserve fund transfer to litigation of \$13,800.00 for unexpected legal expenses (professional services, recount, police grievance, open meeting law complaints, town meeting) was requested

by Town Administrator Jeff Ritter. Joe Sova made a motion to approve, Jerry Kokernak seconded. All in favor.

Appointments

FY15 Finance Committee Chair - Jerry Kokernak nominated Bob Brown. Joe Sova seconded the nomination. All in favor

FY15 Vice Chair - Jerry Kokernak nominated Joe Sova. Barbara Bartlett seconded. All in favor.

FY15 Clerk - Barbara Bartlett was nominated by Bob Brown. Joe Sova seconded the nomination. All in favor,

Confirmation of Finance Committee Members

To be appointed for 3-year terms - Cynthia Secord and Ed Sweet
Bob Brown made a motion to approve, seconded by Jerry Kokernak. All in favor.

Appointment of Neighbor-to-Neighbor Liaison

Bob Brown made a motion to appoint Ed Sweet. Jerry Kokernak seconded. All in favor.

Appointment of Capital Committee Members

To be appointed for 3-year terms - Bob Brown made a motion to appoint Jerry Kokernak and Mary Cliett and the motion was seconded by Barbara Bartlett. All in favor.

Summer Emergency Finance Committee Policies

Policy established: the Chairman can approve up to \$5,000.00 for emergencies if requested during the summer. If the Chairman is not available, the Vice-Chair can make the approval. This is to be done instead of calling an official meeting. Jerry Kokernak made a motion to accept this policy and it was seconded by Barbara Bartlett. All in favor.

Liaisons

After discussion, it was decided to table selection of liaisons for town departments.

Discussions

A discussion was held on special and annual town meetings and ways to improve how the budget is presented in the warrant.

A general discussion was also held regarding FY15.

Next Meeting

A joint meeting of the Finance Committee and Capital Committee is scheduled for September 16, 2014 at 6:00 PM in the Butterick Building, Room 205.

Adjourn

A motion to adjourn was made by Joe Sova and seconded by Ed Sweet, with all in favor. The meeting adjourned at 8:00 PM.