

**Finance Committee Meeting  
January 11, 2016  
Butterick Building, Room 205**

The Finance Committee meeting was called to order at 6:08 PM by Chairman Joe Sova.

**In Attendance:** Joe Sova, Barbara Bartlett, Mary Cliett, Cynthia Secord. Gerry Kokernak arrived at 6:25 PM. Also in attendance: Town Administrator Michael Szlosek  
Absent: Bob Brown and Ed Sweet

**Approve Minutes of Prior Meeting:**

A motion to approve minutes of the December 14, 2015 minutes was made by Cynthia Secord and seconded by Mary Cliett. With all present in favor, the motion carried.

**Reserve Fund Transfers:**

Building Inspector Sarah Culgin presented an RFT in the amount of \$10,278.00, with that amount to be transferred to the Building Inspector Salary Account. This will cover payroll expenses for her increased hours, previously approved, until a town meeting vote in May. Gerry Kokernak made a motion to approve the RFT and it was seconded by Barbara Bartlett. With the vote being contingent on approval from Town Counsel, all were in favor and the motion carried. The Town Administrator will contact Town Counsel on January 12, 2016.

Sarah submitted a spreadsheet, Building Department Salary & Wages Shortfall Including ZBA Wages, FY2016, for review by Finance Committee members.

**Budget Book Discussion:**

Town Administrator Szlosek prepared an Excel database with the available budget information, noting not all departments have submitted information for review. The database was sent via email to Chairman Sova. The majority of committee members indicated they would also like a hard copy, and TA Szlosek will provide this as soon as possible. Gerry Kokernak expressed frustration as no budget information was available for review at this meeting. TA Szlosek did not have email addresses for the committee members so could not email the database to them. The recording secretary will provide TA Szlosek with the emails on Tuesday, January 12.

**Initial Review of the Operating Budget:**

The review was unable to be done as not all information was available.

At this point during the meeting, members discussed the most recent Liaison List, in order to touch base with department heads. The recording secretary will email the list to members.

**Review Capital Requests:**

Reviewed:

1. Facilities - Fire Department roof repair - \$100,000 (estimate)
2. DPW - Replace backhoe - \$65,000; Replace sweeper - \$215,000
3. Fire Department - SCBA compressor replacement - \$4,250 (if awarded a FEMA Fire Act Grant 5% match)
4. Library Department - HVAC replacement - up to \$300,000

**Discuss OPEB Plan:**

Members Gerry Kokernak and Mary Cliett met as a sub-committee and both agreed further explanation from Bartholomew and Co. is needed for clarification of the information they presented at a FinCom meeting on November 30, 2015. OPEB and its implications need to be presented to voters at the Annual Town Meeting, necessitating the clarification. Gerry will contact Bartholomew.

**Other Committee Business:**

TA Szlosek attended a school budget round table discussion during the previous week. The expectation is that the FY17 budget should be similar to the FY16 budget.

**Schedule Next Meeting:**

Chairman Sova scheduled the next meeting for January 25, 2016, at 6:00 PM, in Room 205 of the Butterick Building. Member Bartlett suggested everyone contact the department heads on their liaison list before the next meeting.

**Adjourn:**

Mary Cliett made a motion to adjourn the meeting and it was seconded by Cynthia Secord. All were in favor and the motion carried. The meeting adjourned at 8:03 PM.