

**TOWN OF WINCHENDON
FINANCE COMMITTEE MEETING MINUTES
MONDAY February 13, 2017 6:30 P.M.
Town Hall, 4th Floor Conference Room
109 Front Street, Winchendon, Mass.**

Present:

Thomas Kane, Chairman
Christian Orobello, Member
Dr. Maureen Ward, Member
James Robichaud, Member
Tonya Dokulil, Member
Charles Corts, Member

Debra Dennis, Recording Secretary

Absent: Robert Guenther

List of Documents Presented at Meeting:

- January 10 , 2017 Meeting Minutes
 - Year To Date Reports
 - Finance Committee Proposed FY17 Budget
 - The Winchendon Finance Committee Annual Report for FY2016
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The meeting was called to order by Chairman Kane at 6:31 p.m. with the *Pledge of Allegiance to the Flag of the United States of America*.

Minutes- A motion was made by Christian Orobello to approve the minutes of January 10, 2017; Tonya Dokulil seconded.

KANE(Y) OROBELLO(Y) WARD(Y) ROBICHAUD(Y) DOKULIL(Y) CORTS (A)

Introduction of New Member-Chairman Kane introduced Charles Corts who is replacing Cyndi Leroy who was a long time Finance Committee member. Chairman Kane thanked Cyndi for all the years she served on this committee. Charles Corts introduced himself; five year resident, works for T.D. Bank for twenty years; flexible work schedule so he is available for meetings.

A motion was made by Dr. Maureen Ward to send Cyndi Leroy a letter of thanks for her years of service; Tonya Dokulil seconded.

KANE(Y) OROBELLO(Y) WARD(Y) ROBICHAUD(Y) DOKULIL(Y) CORTS(Y)

Year to Date Reports-Chairman Kane said the year to dates were late due to illness and winter weather closure of Town Hall. He said to look over the year to dates and get back to him with any questions so that he can speak to the Town Manager to get answers from the Town Accountant. If there are questions that can't be answered by email we will address those questions at the Tri-board meeting.

Chairman Kane said at the joint meeting we will discuss the audit, capital planning and the mid-year reports. Dr. Maureen Ward said the plan is for the Audit Committee to have a meeting with the auditor to address any questions they have. There will be no public comments at that time. Chairman Kane said the intent of the Audit Committee is to deal with the auditor and to ask questions to the auditor first. They are meeting on February 22, 2017 at 6:30 pm. At the joint meeting we will hear the audit report and review the management letter.

At the joint meeting the Town Manager will present his capital plan for the budget this year. We will then hear the mid- year financial report by the Town Manager and Town Accountant.

Chairman Kane asked to have all questions from the Finance Committee by Monday which gives them a week to review the year to dates. He will then give them to the Town Manager. Dr. Maureen Ward asked if the committee would have the mid-year review and the capital plan before the night of the joint meeting. Chairman Kane said they will have them by the 23rd of February.

Chairman Kane discussed the Finance Committee Proposed FY17 Budget and how they voted to move \$300 from Finance Committee subscriptions to secretary.

The Committee discussed whether the training for munis has been done since the money was approved to come out of the Finance Reserve Account. Chairman Kane said he would check on this.

Dr. Maureen Ward said she would like to see the Finance Committee Miscellaneous line higher so more members can attend conferences. She would like to see \$250 from subscriptions moved into the miscellaneous line. Chairman Kane said he would make that change. He said he thinks there is value in members getting down to the conference. He said the MMA meeting gives you a bigger picture. Christian Orobello said the Finance Committee one is more specific to us.

Upcoming Meetings-Chairman Kane said joint meeting on February 27th.

Member Comments-James Robichaud said it's nice to get the reports to us. They know we meet the second Tuesday of the month. Christian Orobello said we used to never get anything. It's nice to see the monthly reports because it helps in reviewing the budget. It's a huge improvement.

Chairman Kane said he spoke to the Town Manager about having the department heads attend the meeting when he presents the budget to the Finance Committee.

Public Comments-None

Adjournment-A motion was made by Dr. Maureen Ward to adjourn the meeting; Christian Orobello seconded.

KANE(Y) OROBELLO(Y) WARD(Y) ROBICHAUD(Y) DOKULIL(Y) CORTS(Y)

The meeting was adjourned at 7:12p.m.

Respectfully Submitted;

Debra A. Dennis
Recording Secretary

Minutes Approved March 20, 2017