

JS 8:00am  
Nov 12, 2015

**Town of Winchendon  
Winchendon Finance Committee Meeting Minutes  
September 8, 2015**

**CALL TO ORDER:** 7:03 p.m.

**MEMBERS IN ATTENDANCE:** Thomas Kane, Ulysse Maillet, Robert Guenther, Cyndi Leroy, Maureen Ward, James Robichaud and Christian Orobello

**MATERIALS:** Agenda for September 8, 2015

**MINUTES:** The minutes were tabled until the next meeting.

**Q & A with Don O'Neil, IT Director:**

Chairman Kane discussed the protocol to invite people to Finance Committee meetings. Mr. Kane said he had a discussion with the Acting Town Manager Mr. Lynch on the protocol. He said he discussed the reason is it is the committee's job to be informed with what is going on. He said the purpose is to report to the town at Town Meeting.

Mr. O'Neil came forward. Mr. O'Neil discussed the countertop personnel computer in the Treasurer's Office. He said the computer is ready to go and will be done this week. He said this was a big concern with the Department of Revenue. Chairman Kane said the intent is for Mr. O'Neil to give a report tonight. Mr. Guenther asked about training. Mr. O'Neil said the training for this personnel computer will be the same as the one on their desks. He said all machines are Windows 7. He said his plan is every year to replace 3 or 4 machines to keep everyone current. Mr. Robichaud asked about yearly reviews and projections. Mr. O'Neil said yes I can do that. Mr. Guenther asked would the replacement of computer be a capital appropriation. Mr. O'Neil said I would like to. He said we have a new server which is cloud base. He said the long term goal is to have an offsite server for back up. Chairman Kane asked about an acceptable use policy. Mr. O'Neil said he can come up with one by the year end. The policy would have to be approved by the Board of Selectmen. Chairman Kane asked about the help desk. Mr. O'Neil said he doesn't know if it would be effective since it's just him. He said right now they call me or email me when they need me. He said the big project right now is in the library. Chairman Kane asked if there is anything that we should be looking at that are new for FY17, any issues or needs. Mr. O'Neil said replace the general equipment but he doesn't see anything else that needs to be budgeted

in. Mr. Guenther asked if the replacement would be figured in each budget. Mr. O'Neil said he would like it to be all in the IT budget for the equipment. Mr. Robichaud said it would be nice to get yearly updates. Mr. Maillet commented that he likes the idea of putting it all in the IT budget. Mr. Guenther asked about the inventory. Mr. O'Neil said it is almost complete. Mr. Maillet asked if we have a backup for the server and Mr. O'Neil said no we don't. Mr. O'Neil said it would cost about \$10,000. Mr. O'Neil was thanked.

Chairman Kane said he spoke with Donna Allard the Town Accountant about Munis training. He said she said there have been no changes since a couple of months ago, no new training. Jim Robichaud asked about the upgrade to Munis. Christina Orobello asked about the school changing payroll over to Harpers. Chairman Kane said to the best of his knowledge they have Harpers. He said he will get the questions answered. Ulysse Maillet asked if the town will be affected by Harpers issues. Chairman Kane said the Acting Town Manager is looking into the impact if any to the town of that service.

**AUGUST BUDGET REPORT:** Chairman Kane said he talked to Callie the Assistant Accountant about leaving the report at dispatch. Donna Allard didn't want that. Chairman Kane said he spoke to Donna and Callie today because he had a few questions because several line items showed negative balances that were related to articles at Town Meetings. He said they said they are specific encumbrances with money behind them. He said they told him they hadn't closed out FY15 budget.

The Finance Committee members asked questions concerning the audit and why there was additional money allocated for it. Chairman Kane said it was because additional work had to be done beyond the regular audit. Christian said how do we monitor cash flow if we don't see it. Maureen Ward said if we pay up front we save. Maureen Ward said encumbered funds that are going to be spent why they can't do it systematically and not just for certain accounts. Chairman Kane said he would ask what the rational is.

**FINANCE COMMITTEE POLICIES FIRST REVIEW:** Ulysse Maillet said after the last meeting he compiled everything together concerning operating policy/manual. He said all we can do is advise the Board of Selectmen make the decision. He said with new people coming in it will be helpful. Chairman Kane said it does a number of different things. He said it shows responsibilities of, roles of and who reports to town meeting. He said the policies are how we do our business. Chairman Kane said he went through it with Ulysse Maillet to reorganize it and then look at it. Robert Guenther said he is working on the table of organization. Maureen Ward said it should be practices and procedures instead of policies. Jim Robichaud said we need to bring it to the next meeting with the changes.

**MEMBERS COMMENTS:** Ulysse Maillet said we need to stay on top of the Harper's problem so we don't get caught up in the turmoil. Jim Robichaud commented about the DLS report and the defective water meters. He said how does it affect billing if it doesn't work. Chairman Kane said that a question for the DPW Director through the Town Manager.

Jim Robichaud said in 2007 the Accountant's Report is over ten pages long and now it's one. He asked who we talk to. Chairman Kane said he needs to talk to the Town Manager if he doesn't feel the report is accurate. He said it's not the Finance Committee's position to dictate what is the report. Jim Robichaud said asked for a letter from the committee. Chairman Kane said personally no, it's a question

that the Finance Committee shouldn't dictate the report. He said as a citizen he could bring it to the Town Manager's attention. He said the Finance Committee's purpose is to inform at the Town Meeting.

Jim Robichaud asked about the Tax Report update that was talked about at the joint meeting. He said at that meeting he asked for the information to be given to the Chairman.

A motion was made by Ulysse Maillet to adjourn the meeting. The motion was seconded by Maureen Ward.

The meeting was adjourned at 8:39.m.

**Kane(Y) Guenther(Y) Maillet(Y) Leroy(Y) Orobello(Y) Robichaud(Y) Ward(Y)**

Respectfully submitted,



Debra Dennis  
Recording Secretary

Minutes Approved *November 10, 2015*