

**Town of Winchendon
Winchendon Finance Committee Meeting Minutes
June 9, 2015**

CALL TO ORDER: 7:04 p.m.

MEMBERS IN ATTENDANCE: Ulysse Maillet, Thomas Kane, Cyndi Leroy, Robert Guenther, Darlene Rossi and Christian Orobello
Absent: Ottmar Rau

MATERIALS: Agenda for June 9, 2015

Minutes May 12, 2015

Minutes May 14, 2015

Minutes May 18, 2015

Board of Selectmen Chairman and School Committee Chairwoman Harris came forward. Mike Barbaro said the SPED Transport account is in a deficit. We can't pay the current bills that are due which is for \$56,183.58. We will have a total deficit of \$92,592.00 by the end of the fiscal year. He said we have called to have a Special Town Meeting to address this deficit because the Department of Revenue instructed us to not go over line items in the budget. We need to go to a Special Town Meeting and raise the line item. He said the budget is tight and maybe there will be no money to hold until the Special Town Meeting. He said by Federal law we have to transport Sped students or face civil rights violation if students aren't transported. He said we are bringing this to your attention to address this. Ulysse Maillet asked what the cause is for having the deficit.

At 7:07 p.m. Cyndi Leroy recused herself.

Mike Barbaro said in January 2015 they didn't include the increase that the Town Manager was informed about by the School Department. He said the school department asked the Town Manager for an increase. Chairman Kane said the original request of 10% increase wasn't included in the warrant article in May 2015. Chairman Kane said to clarify the money for transportation is a separate appropriation and is not part of the operating budget. He said to overspend the article the town has to vote to increase the line item. He said he isn't sure if the Finance Committee reserve account can be requested to be used outside of town departments. Chairman Kane said there isn't enough to cover the \$92,000 deficit. He said the only option is to go to Town Meeting and use money out of the stabilization account. Mike Barbaro said if money is found it can be transferred into that account. He said we need

to go to the vendor and make sure they don't have a major cash flow and can't pick up our children. He said we wanted to make sure you knew what happened last night. Chairman Kane asked where the funds are going to come from. He asked is it coming from a transfer within accounts or from the stabilization fund. We have had two town meetings and people want to be aware of this problem. Chairman Kane thanked them for explaining the situation. Mike Barbaro informed the Finance Committee members that Tuesday the 30th is the Special Town Meeting. He said we opened the warrant last night and will close it on Monday at 5:00 p.m.

Cyndi Leroy returned to the table at 7:17 p.m.

RESERVE FUND REQUEST: Chairman Kane said we have a request for \$9,000 to be used for the Fire Department Overtime account. Fire Chief Smith explained this dollar amount will increase if we have a large fire or multiple ambulance calls. He said we had an increase in calls. We have had 102 more calls. He said he has been working on cutting down our buying. He said without this transfer he can't see the department open for the last two weeks. Ulysse asked about the \$2,028.00 for extra people. Chief Smith said we needed to bring in additional employees to go to the fire. It is overtime and call in for fire fighters. Ulysse asked about medication reimbursement. Chief Smith said it is used out in the field and it is replenished at Heywood Hospital. He said Heywood charges us. The town receives reimbursement by tier levels and we can't use it until the next fiscal year. Christian Orobello said you started with \$80,000 and was cut to \$55,000. He said your department overspent in March or April. He asked if he knew what is reimbursable. Chief Smith said nothing comes back into the fire department, it comes to the town and can be used anywhere. Chairman Kane said the reserve fund is to fund unexpected expenses. Chief Smith said if we have no fires until after June we will be ok. He said if we have a major incident then it won't cover until the end of June. He said currently to get supplies I am locked down with what I have now.

A motion was made by Ulysse Maillet to approve the transfer request. The motion was seconded by Robert Guenther.

Kane(Y) Maillet(Y) Guenther(Y) Leroy(Y) Rossi(Y) Orobello(Y)

\$11,000 request by the Town Accountant Donna Allard-Ms. Allard said it is for payment for accounting software license. She said she hopes as of July 1st they will not be using the Munis payroll module. She said TMS is well aware of bridging over to Harpers and stop using the Munis payroll module. She said we didn't intend to run both programs, the cost was above what we have budgeted. She said we pay by payroll and with Munis we pay maintenance fees.

A motion was made by Robert Guenther to move to accept the reserve request for \$11,000. The motion was seconded by Ulysse Maillet.

Kane(Y) Maillet(Y) Guenther(Y) Leroy(Y) Rossi(Y) Orobello(Y)

TRANSFER REQUESTS: **A motion was made by Ulysse Maillet to move to accept the following transfers:**

\$13,000.00 from the Highway Department Maintenance Account to the Highway Operator Account

\$19,000.00 from the Highway Foreman Account to the Highway Operator Account

\$10,344.61 from the Cemetery Laborer Account to the Highway Operator Account

\$3,500.00 from the Highway Supply Account to the Highway Operator Account

\$1,500.00 from the Highway Tools Account to the Highway Operator Account

\$3,000.00 from the Street Light Electricity Account to the Highway Operator Account

\$12,000.00 from the Highway Vehicle Fuel Account to the Highway Operator Account
The motion was seconded by Robert Guenther.

Christian Orobello asked what happened to the accounts. The DPW director said we lost the Highway Foreman and a Cemetery Laborer. We cut \$62,000 at Town Meeting. The DPW was underfunded by \$50,000. He said people left positions but they were never funded. He said but in November those positions weren't vacant.

Kane(Y) Maillet(Y) Guenther(Y) Leroy(Y) Rossi(Y) Orobello(Y)

A motion was made by Robert Guenther to move to accept a transfer of \$10,000.00 from the Sewer Sludge Disposal to the Sewer Overtime. The motion was seconded by Ulysse Maillet.

Kane(Y) Maillet(Y) Guenther(Y) Leroy(Y) Rossi(Y) Orobello(Y)

A motion was made by Ulysse Maillet to move to accept a transfer of \$4,300.00 from the Transfer Station Tipping to the Transfer Station Foreman and also a transfer of \$900.00 from the Transfer Station Vehicle Fuel to the Transfer Station Foreman. The motion was seconded by Robert Guenther.

Kane(Y) Maillet(Y) Guenther(Y) Leroy(Y) Rossi(Y) Orobello(Y)

A motion was made by Ulysse to move to accept the following transfers: \$4,000 from the Sewer Maintenance to the Sewer Operator. \$5,000 from the Wastewater Treatment Plant Sludge to the Sewer Operator. \$1,000.00 from the Sewer Fuel to the Sewer Operator and \$5,000.00 from the Sewer Chemicals to the Sewer Operator. The motion was seconded by Robert Guenther.

Kane(Y) Maillet(Y) Guenther(Y) Leroy(Y) Rossi(Y) Orobello(Y)

FISCAL POLICIES REVIEW: Chairman Kane said his computer is in the shop and he will have the remaining Fiscal policies for the next meeting.

SUB COMMITTEE UPDATE: Robert Guenther said he has nothing from Capital, it is dormant. Chairman Kane discussed the audit. He said he received some proposals to audit the health insurance trust, stop loss insurance claims and the employee eligibility. He said he met with Cook and Company and should have a contract to audit by the end of the year. He said he talked to Donna Spelling and she thought it is done next year. Donna said the management review that is being done is in the process of completing. Chairman Kane said he doesn't want to spend money just so you can say you did something.

MINUTES: A motion was made by Ulysse Maillet to approve the minutes of May 12, 2015. The motion was seconded by Cyndi Leroy.

Kane(Y) Maillet(Y) Guenther(Y) Leroy(Y) Rossi(Y) Orobello(Y)

A motion was made by Ulysse Maillet to approve the minutes of May 14, 2015. The motion was seconded by Robert Guenther.

Kane(Y) Maillet(Y) Guenther(Y) Leroy(Y) Rossi(Y) Orobello(Y)

A motion was made by Ulysse Maillet to approve the minutes of May 18, 2015. The motion was seconded by Cyndi Leroy.

Kane(Y) Maillet(Y) Guenther(A) Leroy(Y) Rossi(Y) Orobello(Y)

Chairman Kane informed the committee that Ms. Rossi is not taking a second term. Her term ends at the end of June. He also informed them of the resignation of Mr. Rau. He said we will have a couple of vacancies. He said if anyone is interested they should contact the Town Moderator who appoints the members of the Finance Committee. He said it is important that we work together.

MEMBERS COMMENTS: Christian Orobello asked about the monthly reports from the Town Accountant. Chairman Kane said that he hasn't received anything. Donna Allard said we can send something direct. She said we will add in the Enterprise funds.

TRANSFERS: A motion was made by Robert Guenther to move to approve a transfer of \$600.00 from the Miscellaneous Line to the Secretary Line. The motion was seconded by Ulysse Maillet.

Kane(Y) Maillet(Y) Guenther(A) Leroy(Y) Rossi(Y) Orobello(Y)

A motion was made by Ulysse Maillet to adjourn the meeting. The motion was seconded by Robert Guenther.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Debra Dennis

Recording Secretary

Minutes Approved