

Town of Winchendon
Winchendon Finance Committee Meeting Minutes
June 24, 2015

CALL TO ORDER: 7:00 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 24, 2015
Special Town Meeting Warrant

PUBLIC HEARING

Article 1-Chairman Kane read Article 1.

Article 2- Chairman Kane read Article 2. Donna Allard the Town Accountant came forward and said that the goal is to cover the deficits on the general side of the town. She said this would cover the deficits in Unemployment, Veterans Services and some of Snow and Ice. Donna said she is trying to button up FY15 so we don't have to add to the deficit borrowing. Ulysse asked if we have \$275,000 leftover to cover these articles. Donna said we saved by going to premium base insurance. Chairman Kane commented if you look under health insurance it's not showing a balance. Donna said it should.

Donna said when we hire a part time clerk for the Accounting department that person would take over payroll in whole; she said we want it to go well. Donna said the Treasurer pays all the medical bills and we have them all in. Chairman Kane said he understands having some problems on the line item for health insurance up to March but wasn't it in a health trust. Donna said its 40% health trust and 60% town side. Donna said we have premium base and we are running dual payroll and we are using two systems. Chairman Kane asked if the health trust is a separate fund. Donna said we have general fund, and health trust. Donna said the \$275,000 is outside the health trust. Christian commented if we would have changed the line item we would have only had a deficit of \$70,000. Donna said we would still have to ask for the \$275,000. She said we want to pay people, they are our priority. She said accounts payable might have to wait until the fall meeting. Christian said we are opening ourselves up to using stabilization. Donna said the source of funding will be specified at Town Meeting. Chairman Kane said transfers from stabilization require a 2/3 vote. Donna said the Acting Town Manager wanted to have the

article open. The motion will clarify the article. Donna said we are trying to clean the \$70,000 snow and ice deficit internally. She said one the FY15 budget is closed we are going to dive into the FY16 budget. Ulysse said we will need the language prior to town meeting. Donna said it will be in the motion. Donna said the budget in 2015 doesn't work well, it lacks control. You should know what's going on with the budget. Christian said we need to create systems for ourselves. Donna said her goal is to do a 5 year historicals. We need to do future planning so we shouldn't be caught in a situation. We are trying to do sound business practices.

Article 3-Chairman Kane read. Robert Guenther said this will be amended at the Town Meeting.

Donna said this is not the final group of transfers. We are going to need to have more departments move funds between their budget and to other budgets. Chairman Kane said there are 3 levels of budget transfers. One is transfers within departments which are approved by the Town Manager. Two is line item within departments as long as it is under \$5,000 which requires a vote of the Finance Committee and the Board of Selectmen. Third are transfers over \$5,000 which requires a town meeting vote.

Rick Ward came forward to discuss Article 3. He said there will be an amendment made from the floor. Robert Guenther said his understanding is other people want to be on the committee. He said the moderator will be selecting the two.

A motion was made by Ulysse Maillet to close the public hearing. The motion was seconded by Robert Guenther.

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

The public hearing was adjourned at 7:52 p.m.

A break was taken and the regular meeting reconvened at 7:57 p.m.

A motion was made by Ulysse Maillet to approve Article 2 as long as amounts are specified prior to town meeting. The motion was seconded by Robert Guenther. Cyndi Leroy said she doesn't feel comfortable. Our policy is if there are no dollar amounts we don't approve. Christian said to approve pending is difficult to support without final amounts. Chairman Kane said we have heard an explanation. Ulysse said he understands he doesn't like the fact we don't have amounts before us but Donna has explained. Darlene said this feels different to me considering the source. There is work being done prior to town meeting. She said she feels comfortable voting this. Christian said our policy is we don't give blessing on something that doesn't have a sum or funding. Chairman Kane said policy is to guide us.

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

A motion was made by Christian Orobello to disapprove Article 3 because petitioner is not here to speak for the article. The motion was seconded by Ulysse Maillet.

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

TRANSFER REQUESTS

A motion was made by Cyndi Leroy to approve a transfer of \$2,000 from Librarian Salary Account to Contractual Services. 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 approve a transfer of \$3,500 from Selectmen Contingency to Town Manager Department Head Salary. 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 a transfer of \$500 from Librarian Salary Account to Acquisitions. 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 a transfer of \$1,000 from Librarian Salary to Supplies. The motion was seconded by Robert Guenther.

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

RESERVE FUND REQUEST

A motion was made by Ulysse Maillet to approve a reserve fund request of \$25,000 to be used for deficit. The motion was seconded by Cyndi Leroy.

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

REVIEW PROPOSED FINANCIAL POLICIES

Chairman Kane said most of the policies we have reviewed. Ulysse commended Chairman Kane for the wonderful job he did pulling this together. Chairman Kane said the new sections are enterprise funds, gifts and grants and investment policies by the Board of Selectmen. **A motion was made by Ulysse Maillet to approve the financial policies.** Robert Guenther said on page 3 it needs to state who prepares budget amendments. He also said on page 4 top it should be Capital Stabilization Fund. Chairman Kane said it is not the intent to put into the Capital Stabilization it is to put into stabilization. Donna Allard said the Capital Stabilization Fund didn't make it through the house last year. We had the vote but not the authorization yet. **The motion was seconded by Robert Guenther.**

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

Chairman Kane said the Board of Selectmen adopts the policies; our vote tonight is to recommend them. He said this gives guidance to anyone dealing with town finances. He said they set out intent. Robert Guenther handed out the table of organization. Robert said they should be added to the policies. The DOR asked for that.

INVOICE

A motion was made by Robert Guenther to authorize payment of \$57.88 to the Gardner News. The motion was seconded by Darlene Rossi.

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

A motion to adjourn the meeting was made by Ulysse Maillet and second by Cyndi Leroy.

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

The meeting was adjourned at 8:53 p.m.

Respectfully submitted,

Debra Dennis

Recording Secretary

Minutes Approved