

Call to Order

The meeting was called to order by Mr. Stumpf at 7:00 p.m. in the Third Floor Selectmen's Conference Room at Town Offices. The meeting was live cablecast.

In attendance were Chairman S. Jon Stumpf, John Barry, Margaret (Peggy) Kruse, Joanne Marden, Linn Anderson, Greg Serrao and Eugenie (Janie) Moffitt. Also present was Donna Walsh, Finance Director. Absent was Paul Fortier.

Approval of Minutes**Tri-Board Meeting of April 16, 2014**

Upon motion duly made by Ms. Moffitt and seconded by Mr. Barry, it was voted to approve above minutes with the following amendment. Motion passed 6-0-1, with Ms. Anderson abstaining.

Page 2, second paragraph, line 7 – strike the word “due.”

Joint Meeting of April 7, 2014

Upon motion duly made by Ms. Moffitt and seconded by Ms. Anderson, it was unanimously voted to approve above minutes with the following amendment. Motion passed 7-0.

Page 2, second paragraph first sentence, after the word “because” remainder of the sentence to read: “seniors are the fastest growing segment of Andover’s population and a full comprehensive study is warranted.”

Finance Committee Meeting of April 7, 2014

Upon motion duly made by Ms. Anderson and seconded by Ms. Moffitt, it was unanimously voted to approve above minutes with the following amendments. Motion passed 7-0.

Page 3, Finance Committee Report – strike “budgeted” and replace with “mentioned in the Finance Committee Report”.

Third paragraph, make new paragraph starting with words “Ms. Marden suggested” and entitle that paragraph “Excess Levy Capacity Discussion”.

Strike sentence beginning “Ms. Anderson reviewed”.

Entitle fourth paragraph “Miscellaneous”.

Strike attachment at end of minutes.

Finance Committee Meeting of May 1, 2014

Upon motion duly made by Ms. Kruse and seconded by Mr. Barry, it was unanimously voted to approve above minutes with the following amendment. Motion passed 7-0.

Page 3, Articles 6 and Article 7 – strike “to approve” and replace with “to recommend approval of”.

Reserve Fund Transfer – Fire Department

Fire Chief Mansfield appeared before the Committee to present his request for a reserve fund transfer in the amount of \$75,000. This medical account shortage is due to an uptick in the number of injuries incurred by fire personnel in the line of duty over the past year. State law requires municipalities to pay for all such medical bills. Expenses also include salary and overtime charges of substitute personnel to cover these medical absences.

Upon motion duly made by Mr. Serrao and seconded by Mr. Barry, it was unanimously voted to approve the reserve fund transfer of \$75,000 as requested. The motion passed 7-0.

Recognition of Service

Chief Mansfield presented an award to Paul Fortier *in absentia* through the Committee in appreciation of the years that Paul served as liaison to the Fire Department and marking the conclusion of his term on the Finance Committee. Also gifts of gratitude and appreciation were presented (into the camera) to Paul from Committee members.

MUNIS Update – Position Control

Ms. Walsh updated the Committee on the training meeting held with MUNIS representatives on June 5th. In attendance were IT, HR, School and Town Accountants and School Business Manager. A demonstration of the position control module was presented and the methods of implementation were discussed. It was agreed that school staffing would comprise Phase One with a targeted implementation of July 11th. On-or-off-site MUNIS support would be available during the setup process, including the identification of all positions defined on a one-on-one basis, the development of numbering scheme for departments, job classifications etc. Also available by way of support were the names of districts who have implemented MUNIS and the sharing of “best practices” related thereto.

A go-live date for both town and school is targeted for May 1, 2015.

Mr. Stumpf offered to provide Ms. Walsh with email feedback from the Committee on the data that would need to be included in the setup process in order to ensure the types and consistency of reports that have heretofore not been available.

School Department

FTE Report and School Budget Book

Mr. Stumpf opened the discussion on FTE reports. It was the consensus of the Committee that timeliness of the quarterly reports was a problem last year, and Mr. Stumpf wondered if monthly reports generated in the school payroll process could be shared with the Finance Committee. It was also agreed that the School Budget Book was submitted too late in the process. Mr. Serrao will review the list of requests for information submitted last July, but expected that little revision would be needed for this year.

Town Meeting Feedback

Article 29

Ms. Walsh reported that personal information on residents 70+ years of age is not readily available. We don't know at this point how many residents will apply for this tax relief, and therefore an assessment of the impact of this article is not able to be determined.

This article is currently in the hands of the legislature and it was the consensus of the Committee that a wait-and-see approach is warranted.

Landfill Capping

Christopher Cronin is expected to give a presentation to the Board of Selectmen in July.

Miscellaneous

It was agreed that a Finance Committee Meeting would be posted each night of the Town Meeting, in case it is needed. It was suggested that organization of the articles by like topic would be helpful.

OPEB Followup

Mr. Stumpf reported that a charter and initial timeline would be developed by two representatives each on the Board of Selectmen, School Committee, Finance Committee, Town Manager or his delegate. It was agreed that Mr. Serrao and Mr. Barry would represent the Finance Committee. The Committee would be updated on all progress.

Liaison Updates

IT and Senior Services – Linn Anderson – see attached printed updates.

Ms. Walsh reported that the preliminary independent audit by Powers & Sullivan begins this week.

Next Meeting – July 16, 2014 @ 7:00pm

Adjournment

Upon motion duly made by Mr. Serrao and seconded by Ms. Kruse, the Committee unanimously voted to adjourn. The motion passed 7-0.

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Christine Martin Barraford
Recording Secretary

Finance Committee Minutes of April 7 and May 1 Meetings

Triboard Meetings of April 16

Joint Meeting of April 7

Proposed OPEB Charter – BOS Memo and FinComm members' feedback emails

Liaison Updates – IT and Senior Services