

Call to Order

The meeting was called to order by Mr. Stumpf at 7:02 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, Bonnie Zahorik and Eugenie (Janie) Moffitt (arrived @ 7:15). Also present was Donna Walsh, Finance Director. Absent was Max Arai.

Introduction of New Member

Mr. Stumpf introduced and welcomed new Finance Committee Member, Bonnie Zahorik. She has served as a member of the League of Women Voters and has a background in budget management and IT. Ms. Zahorik has not yet been sworn in and is attending the meeting as a non-voter.

Approval of Minutes

Finance Committee Meeting of June 18, 2014

Upon motion duly made by Mr. Serrao and seconded by Ms. Anderson, it was unanimously voted to approve above minutes with the following amendments. Motion passed 6-0.

Page 2

FTE Report – begin second sentence with “It.”

Town Meeting Feedback – begin second sentence with “We.”

Page 3

First paragraph, last sentence – delete “by email.”

Liaison updates – replace “preliminary audit” with “preliminary independent audit by Powers & Sullivan”

Fiscal Year End June 30, 2014 Closeout

Ms. Walsh reported that while all numbers are not yet in, it is anticipated that a “healthy” amount of free cash will be available.

Ms. Moffitt arrived at 7:15p.m.

Fiscal Year 2015 Planning

Triboard Meetings

Mr. Barry reported that the OPEB Subcommittee will be prepared to discuss its findings at the next Triboard meeting in September.

Mr. Stumpf suggested that a high-level FY2016 budget dialogue also occur at this first meeting of the Triboard. Topics of discussion may include a) whether the Board of Selectmen will request that the Town Manager submit a budget *not* taxing to the levy limit; b) the impact of the new Schneider Electric facility on new growth vis-a-vis personal property taxes; and c) health insurance issues. It was the consensus of the committee that the earlier we begin these high level discussions the better. Expansion of the debt model tool to assist in budget preparations could be a point of discussion as well.

Finance Committee Meetings

It was decided that the Committee set its schedule from September to January. The committee will meet the second and fourth Wednesday of each month, with the exception of December when it will meet on the second Wednesday *only*.

FY15 Liaison Assignments

Following discussion, the following were assigned as liaisons:

School – Mr. Serrao and Ms. Moffitt
Legislative and Audit Committee – Ms. Moffitt
Fire and Police – Mr. Barry
Elder Services and IT – Ms. Anderson and Ms. Zahorik
General Government – Ms. Anderson
Library – Ms. Zahorik
Health Insurance, Retirement, OPEB and Water/Sewer – Ms. Marden
Municipal Services/Community Development and Planning – Ms. Kruse
Youth Services and Department of Community Services
(inclusive of Building Committee for Youth Center) – Mr. Arai

FY15 Finance Committee Election

Following a brief discussion, upon motion duly made by Ms. Marden and seconded by Ms. Kruse, it was unanimously voted to elect Mr. S. Jon Stumpf as Chairman. Motion passed 7-0.

Following a brief discussion, upon motion duly made by Ms. Kruse and seconded by Mr. Serrao, it was unanimously voted to elect Ms. Linn Anderson as Vice-Chair. Motion passed 7-0. Ms. Anderson graciously accepted the position of Vice-Chair, and shared with the committee her interest in serving as Vice-Chair only at this time, and her disinterest in a full chairmanship at a future time.

Liaison Updates**Debt Model Tool**

Expansion of debt model tool – topic of discussion/education as an agenda item both for the first meeting of the Finance Committee as well as Triboard.

Sequencing of CIP Projects

Discussion ensued with regard to Ballardvale Fire Station Land Purchase and Addition. The question was raised how will the approval of these articles impact the sequencing of other CIP projects. Although financial impact of these projects is of prime concern to the committee, some concern was expressed over properly sequencing projects so volunteers are not spending valuable time on projects that are not on the horizon. Mr. Stumpf will express this concern to Mr. Kowalski.

Tax Levy Limit

Ms. Marden suggested that the discussion on taxing or not taxing to the levy limit should be held early on in the budget process, and that a policy directive be established by the Board of Selectmen.

School Budget

Mr. Serrao has requested that the school submit a monthly FTE report on the template model he provided. In this way all data is received in the same format from month to month. Dr. McGrath will seek the approval from the School Committee before providing this information on a monthly basis. Ms. Moffitt reported that Ms. Hall has offered to meet with her on FTE counts.

Audit

Mr. Stumpf asked Ms. Walsh when the FY14 books would be closed. She reported next week or so for the Town, and a few more weeks after that for the School.

MUNIS Update – Position Control

Ms. Anderson asked Ms. Walsh for a progress report on MUNIS Position Control implementation. Ms. Walsh reported that Phase One training had begun and that the School was working on setting up position control for smaller groups, i.e., secretaries, custodians etc. Town is also working on numbering scheme for job classifications and departments and will need to coordinate with the School before its numbering scheme can be developed. Trainer/implementer is due to return in August.

Conservation Commission

Ms. Kruse reported that the Conservation Commission had recommended the thinning of trees around Wood Hill and Bald Hill. She also added that the Board of Selectmen would meet on Monday, July 21st to discuss the current Town Yard situation.

Library

Ms. Zahorik reported that the Library is now operating on its summer schedule and open on Sundays from 1:00-5:00pm.

Ballardvale Fire Station

Ms. Walsh reported the Town Manager is currently assembling a building committee, of which Mr. Barry will be a liaison.

Greg reiterated the Committee's concern with regard to sequencing of this project. He also added that even with the renovation of this fire station, the need for an additional fourth station would remain.

Next Meeting – September 10, 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 7:52 p.m.

Respectfully submitted,

Christine Martin Barraford
Recording Secretary

*Finance Committee Minutes of June 18 Meeting
FY2014 Cherry Sheet*