



FINANCE COMMITTEE MEETING MINUTES

September 18, 1989

The meeting was called to order at approximately 7:30 pm.

Present: M. Brown, J. Desrochers, K. Eagan, M. Hackett,
E. Hamilton, P. Helmreich, B. Kimball, C. MacQuown,
R. Nugent, D. Ward

Town Manager Screening Committee

J. Flynn notes Committee has discussed salary ranges. Suggested range based on survey of similar Town's - \$ 43,000 - 58,000. Review survey.

J. Flynn notes need to attract experience.

The Personnel Board does not need to approve range per Charter.

The Committee will place article on warrant for transfer of funds for salary.

The Committee will advertise for bachelor's as per Charter and possibly Master's. Ad will be written with minimums in order to attract a good amount of applicants.

Discussion of Superintendent of School salary and corresponding duties.

Review of Executive Secretary's job description and Manager's job description. The Town Manager will perform outside of the Board of Selectmen unlike the Executive Secretary.

The Screening Committee will recommend candidates to the Board of Selectmen in January, then to be appointed within 30 days.

P. Helmreich notes realistically not to be in place until March 1st.

J. Flynn notes \$20,000 need to cover Fyr salary.

Executive Secretary's contract will end in October and may need to pay both salaries in F91

Discussion of residency requirement.

Transfer request

J. Flynn, Screening Committee, requesting minimum for expenses of the Committee. If any difficulties or second rounds are needed, may need more funds.

Advertising:

International Managers Biweekly newsletters. Recommended by the Mass Municipal Association

Bay State Banner

Mailing expenses:

to mail charter to candidates as a job description

Discussion of advertising in Boston Globe/Providence Journal.

J. Flynn notes higher cost and too broad base.

B. Nugent notes receipt of Fire Department bill of radio replacement. Requested repair bill.

D. Ward moves to accept the meeting minutes of 8-23-89.

P. Helmreich seconds

M. Hackett adds 'Indebtedness' due to purchasing land or constructing buildings."

Unanimous

B. Kimball moves to accept the minutes of the 9-6-89 meeting.

D. Ward seconds

Unanimous

to include transfer form on line 22

B. Nugent notes Finance Committee requested from J. Hussey the expenditures made by the Planning Board in June from their salary and expense budgets.

B. Nugent sent letter to L. MacLean requesting her status and intentions regarding the Committee.

STM

Article 1

B. Nugent notes Committee has not received opinion from Town Counsel.

G. Boyle notes he has also spoken to Town Counsel and S. Lombard regarding article. He notes warrant is to advise residents of the business to take place. He states that he is opposed to curtailing business that can be taken care of at Town meeting.

B. Nugent notes Finance Committee's process of review and the right to make recommendations.

E. Hamilton questions original hearing to draw up and review article 1.

P. Helmreich notes Finance Committee's duties under Charter and present bylaw gives the Finance Committee the right to review and give ITS recommendations.

G. Boyle notes that if article is viable and workable than the Committee can recommend that the cuts have been justified.

C. MacQuown notes C. MacDonald noted Voke Assessment needs to be accepted as a rebate not decreased.

P. Helmreich notes accepting a rebate/gift will not show up until December 1990 as certified free cash.

Stabilization is a 2/3 vote. Article is not transferring out of stabilization, rescinding a vote and placing elsewhere. Discussion of assessment.

M. Hackett notes that according to bylaw, the article was written improperly.

B. Nugent notes article was requested to be written in a certain way,

B. Kimball reads letter to P. Watson from S. Lombard expending use of proceeds from sale of Town owned property.

Discussion of Voke Assessment. ? reimbursement or deduction.

B. Nugent will contact C. MacDonald regarding Voke assessment.

Article 2

Requesting \$20,000

The Town is required to hire a Town Manager and will be in place around March 1st.

B. Kimball would like to set up a separate line item within account to note that funds be used for only specified reason and to have control of funds.

K. Eagan notes that the Committee can recommend less than requested and increase at the STM within the ATM.

D. Wards requests to question J. Hussey to set up an account "Town Manager's Salary".

B. Kimball notes recommend $\frac{1}{2}$ of request until STM.

P. Helmreich notes Manager may start on February 1st and that the TM is not always on May 1st.

Finance Committee minutes
page 3 9-18-89

Transfer Request

D. Wards moves to transfer \$400 from the Finance Committee Reserve, account 01-132-502-5780, to the Town Manager's Screening Committee expense, account number to be set up.

K. Eagan seconds

B. Kimball notes unforeseen and extraordinary expenses.

P. Helmreich notes may need additional funds but now asking for only what is currently needed as per his advice.

Unanimous

Review Recommendations for the October 2, 1989 Town Meeting.

B. Kimball notes article recommending update to residents on how articles are to be moved.

P. Helmreich notes that it may not be available prior to town meeting due to time restraints and business taken care of right before town meeting.

ATM

article 5

M. Brown questions paying partial payments and receipt of statements.

Review.

M. Brown notes payment to Dorrance of \$5,000 on August 3rd. Payments held back due to failure of equipment.

C. MacQuown notes that the School Department's E&D account does not exist. It is established by State law for Regional Schools.

Review revised library budget. Review of where funds came from to help reduce Town's deficit.

B. Nugent notes he will request information from R. Lima regarding reasons for not relicensing of the older Town ambulance.

M. Hackett notes that she will be attending the organizational meeting for Bristol for alternative Insurance funding. Also met with J. Thompson who is setting up administrative change so that insurance cost to employees can be taken out before taxes.

E. Hamilton notes that he met with Communication and Fire Departments and notes cooperation. He also notes current problems that may exist.

The meeting was adjourned at approximately 9:05 pm until 9-25-89 at approximately 7:30 pm.