

FINANCE COMMITTEE MEETING MINUTES

November 5, 1990



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

Present; M. Brown, J. Desrochers, K. Eagan, E. Hamilton,  
P. Helmreich, B. Kimball, C. MacQuown

J. Clark discusses types of funding and bonding. She notes that if the CLT passes, there may be a dead bond market and she has been advised by State Street to short term borrow until next fiscal year. Short term borrowing can be paid in advance if conditions become favorable. Discussion of sewer projects and types of funding.

J. Clark notes trying to intergrate with Assessors system for collections. She has currently put out to bid for an outside service. Intergration would allow the Town to perform this service in house. The Auditor had no problem to purchase equipment for integration rather than outside service. Budget voted on as charges and expenses for computer services.

J. Clark notes this would also allow for reduction in the budget in the future.

Consensus - Committee agrees with use of funds.

P. Helmreich requests members to put together a list of departments/committees/programs that should be scrutinized for next budget deliberations.

P. Helmreich notes that he has appointed Mary Jo Hackett, Vice Chairman, to the Capital Improvement Committee.

P. Helmreich notes that he and Mary Jo Hackett will sit on the Financial Advisory Committee.

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K. Eagan moves the minutes of the 9-17-90 meeting.

M. Brown seconds

Unanimous

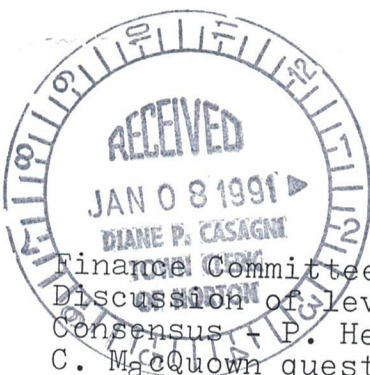
B. Kimball moves the minutes of the 9-19-90 meeting.

P. Helmreich corrects 'adolescent education', to changed to both middle and High school programs would be reduced.

C. MacQuown seconds

P. Helmreich notes full time Veteran's Agent is required by law.

In favor: Kimball, Hamilton, Eagan, MacQuown, Brown,  
Abstain: Desrochers



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Finance Committee Budget preparation  
Discussion of level funded budget  
Consensus - P. Helmreich to submit same breakdown to Town Manager.  
C. MacQuown questions zero based budgeting.  
Discussion of alternatives.  
Discussion of Finance Committee's role with Town Manager's  
budget preparation.  
B. Kimball recommends \$5,879.00  
C. MacQuown seconds  
Unanimous

P. Helmreich notes that the Committee will need to review and  
update Procedural guidelines at December meeting.

P. Helmreich notes Town Manager's discussion regarding Town  
self insuring Police and Fire Employees.

P. Helmreich notes Cancer will be considered job related unless  
the Town can prove otherwise for Fire Fighters.

P. Helmreich suggests setting up a revolving account which  
can build up a reserve and which expenses could be paid from.

E. Hamilton feels Town should look into a policy.

P. Helmreich notes letter from Water Commissioners thanking  
Committee for its support of the October articles.

P. Helmreich notes M. Rousseau's letter regarding concern that the  
Town should not perform services on private ways.

P. Helmreich notes receipt of a copy of correspondence between  
Building Inspector and Town Manager regarding part time clerk  
usage.

P. Helmreich notes receipt of Massachusetts Dept of Revenue  
noting impact of passage of question 3, CLT. Total impact  
of \$1,160,000.

P. Helmreich notes receipt of Mass. Board of Library Commissioners  
resolution that \$27,554 is minimum salary for a Head librarian.

P. Helmreich notes receipt of letter from Kopelman and Paige  
regarding signs and regulations for Municipalities.

B. Kimball moves that the Committee request legal opinion regarding  
Health Insurance. Request if proper procedure was followed and  
procedure to return to 50%.

Discussion

C. MacQuown seconds

Unanimous

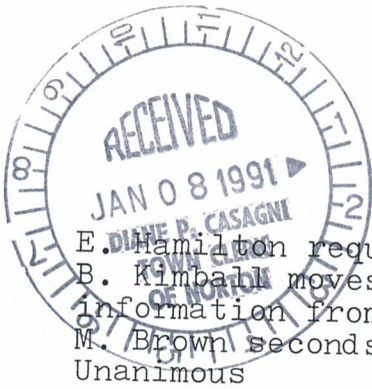
B. Kimball notes Capital Improvement limitation of \$5,000.

B. Kimball requests letter requesting if proper procedure for  
purchase of Water Department vehicle of \$17,000 was followed.

P. Helmreich notes Enterprise account.

B. Kimball notes not recommended at Town Meeting for purchase  
and notes need to close loop hole.





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E. Hamilton requests which authority authorized purchase.  
B. Kimball moves Chairman to write letter reuquesting this information from the Town Manager.  
M. Brown seconds  
Unanimous

C. MacQuown notes private security being provided by Police Department.

P. Helmreich notes Town Manager has requested that cruisers be stationary as a fuel conservation measure.  
Discussion that Bank needs to provide private security.

B. Kimball moves to send a letter to all Departments/Committees noting that the Finance Committee is requesting that all Departments stay within their budget and if a problem arises to let the Committee know in advance.

C. MacQuown seconds  
Unanimous

B. Kimball notes his agreement with the Police cruisers and requests a letter to be sent for Selectmen to set up emergency energy conservation measures. To set up a policy and request policy.

B. Kimball moves a letter to be sent to all departments regarding prior year bills. He notes it is the Department Head's obligation to be informed and have the foresight to encumber the funds. He notes he will not be supporting any prior year's bills.

Seconded  
Unanimous

M. Brown notes Chief Keane noted that he will be keeping his car when discussing new cruiser purchases. She notes his new cruiser and the Town Manager's new car.

B. Kimball notes request letter from Chief requesting where cruisers have been turned over.

P. Helmreich notes the Town Manager turns over the cruisers.

K. Eagan notes his anticipated resignation.

The meeting was adjourned at approximately 9:30 pm  
until December 3, 1990 at approximately 7:30 pm.