

Finance Committee Meeting
May 30, 2012
7:30 PM
Municipal Center – Selectmen’s Conference Room

Present: Chair, Paul Helmreich; Vice-Chair, Lee Tarantino; Peter Carignan; Thomas DeLuca; Jackie Desrochers; Stephen Evans; Michael Flaherty; Wayne Graf; William Rotondi; Michael Thomas.
Also present: Town Manager, Michael Yunits.

Absent: Robert Camp.

Call to Order

Meeting was called to order at 7:30 pm.

I. Approval of Minutes

Motion was made by Mr. Tarantino to approve the April 25, 2012 (Public Hearing) Finance Committee minutes as written. Seconded by Mr. Graf. Vote: All in favor, with Ms. Desrochers abstaining. **Motion carries.**

Motion was made by Ms. Desrochers to approve the April 30, 2012 Finance Committee minutes as amended. Seconded by Mr. Flaherty. Vote: All in favor. **Motion carries.**

II. New Business

Mr. Helmreich distributed materials from Dr. Ansary as supplements to the FY13 budget binders, including information on grants and revolving accounts.

Reserve Fund Transfers

Mr. Yunits distributed a Reserve Fund Transfer Summary Report as well as Reserve Fund transfer requests from the Town Accountant and Communications departments.

Communications –

Ms. Charlene Fisk, Communications Supervisor, addressed the FinCom regarding the transfer request, stating that the department is running short on payroll funds. She said that this was because of the training of newly hired employees as well as the over-time pay needed for covering the shifts of the employee entering the Reserves. She explained that when a shift needs to be filled that, contractually, it needs to be offered to other full-timers first, which would make it overtime pay.

The requested amount is \$42K to get through the end of the fiscal year.

Ms. Fisk went on to explain that in March, when the 2 part-time employees were hired as full-time, that the state reimbursement for their training would be received before the end of the fiscal year. Unfortunately that hasn't happened and therefore the need for the transfer. When the state reimbursement is received, the funds would go into the general fund and become Free Cash.

Mr. Yunits noted that there is only \$1,147.28 left in the account with 3 pay periods still to go.

A discussion was had on whether the town is required to pay the military reserve who is leaving for training. It was discussed whether her training is considered active duty. Mr. Yunits said that he knows that where this employee is going she will not be paid. He said that other town employees have gone to this same place and have not been paid.

Motion was made by Mr. Tarantino to move \$42K to account #001-290-510 from the Finance Committee Reserve Fund. Seconded by Mr. DeLuca. Vote: All in favor. **Motion carries.**

Accounting –

The request is for \$300 which would allow for the Town Accountant to attend the Massachusetts Accountants and Auditors Association Conference in June.

Motion was made by Mr. DeLuca to transfer \$300 to account #001-135-570-5713 from the Finance Committee Reserve Fund. Seconded by Mr. Thomas. Vote: All in favor. **Motion carries.**

III. Other

Mr. Helmreich announced that Mr. Graf will finish out his term on June 30th. He thanked him for his many years of dedication and service.

Next Meeting

The next meeting is scheduled for July 11, 2012 at 7:30pm.

Adjournment

Motion was made by Mr. DeLuca to adjourn at 8:10 pm. Seconded by Mr. Thomas. Vote: Unanimous.

Motion carries.

Documents Referenced: Minutes of April 25, 2012 (Public Hearing)
Minutes of April 30, 2012
Reserve Fund Transfer Summary Report
Communications Reserve Fund transfer request
Accounting Reserve Fund transfer request

Respectfully Submitted by:

Paul Helmreich, Finance Committee Chair

Sara Lyons, Finance Committee Secretary