

Finance Committee

Meeting minutes – July 15, 2010

Present: **Committee Members:** Chris DeSimone (Chair), Chris Johnson (Vice Chair), Holly Seiferth, George Zacharakis

Absent: Michael Landino, Alan Leao Jr., Melissa Tzanoudakis

Also present: Thomas Wilson (Town Accountant)

Chris DeSimone called the meeting to order at 7:02 pm.

Business: Chris DeSimone started the meeting with discussing transfers.

On a motion from George Zacharakis, seconded by Holly Seiferth, the transfer of \$1,046.00 from reserve funds to the EMS-Wages, Hourly (100-23100-51113) to cover payroll for EMS calls was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 4(Aye)-0(No) and 0 abstained.

Chris DeSimone moved the meeting to discuss the Fire department final gas, diesel and motor oil transfer. Thomas Wilson noted that last year the Fire department needed a transfer of \$2,500.00 compared to this transfer request of \$496.37 this year. Chris DeSimone added that the Fire department had completed all of their maintenance already. Thomas Wilson commented that next year they will have transfers up front during the planning process to help prevent transfers from being needed at the end of fiscal year. George Zacharakis asked how these line items compared to last year. Thomas Wilson replied that their gas decreased by about \$200.00 and motor oil increased about \$10.00. Chris DeSimone asked what the starting numbers were. Thomas Wilson replied the starting numbers were as follows: gas \$2,700.00, diesel \$5,000.00 and motor oil \$400.00. On a motion from Chris Johnson, seconded by Holly Seiferth, the transfer of \$496.37 from reserve funds to the Gas/Diesel/Motor oil (100-22100-54411/54412/54481) to the balance for final gas, diesel and motor oil bills was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 4(Aye)-0(No) and 0 abstained.

Chris DeSimone moved the meeting to discuss the Fire department hourly wages transfer. George Zacharakis pointed out that some of this was due to the flood coverage in March. Chris DeSimone commented that a department with 2-3 transfers at the end of the year should be in explaining their transfer requests. Thomas Wilson commented that they should have a system set up for transfer requests. George Zacharakis questioned how much hourly wages transfer was in the previous year. Thomas Wilson replied that the transfer in the past year was about \$12,500.00 and that the costs in 2010 have been reduced. On a motion from Chris Johnson, seconded by Holly Seiferth, the transfer of \$8,153.55 from reserve funds to the Hourly Wages (100-2210-51113) due to the greater number of day time calls and unanticipated flooding coverage in March was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 4(Aye)-0(No) and 0 abstained.

Chris DeSimone moved the meeting to discuss the Council of Aging transfer. Chris DeSimone questioned if this was something that could have waited until 2011. Thomas Wilson replied that he did not know, adding that this may have been some work that was put off until the end of the fiscal year. On a motion from Chris Johnson, seconded by Holly Seiferth, the transfer from Council of Aging-Supplies (100-5410-5400) for \$2,500.00 and Council of Aging-Other (100-5410-5700) for \$700.00 for a total of \$3,200.00 to the Council of Aging-Purchase of Services (100-5410-5200) to cover payroll for EMS calls was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 4(Aye)-0(No) and 0 abstained.

On a motion from Chris Johnson, seconded by Holly Seiferth, the transfer of \$408.78 from Personnel Board-Medical/Random Drug Testing (100-1520-52303) to the Town Hall-Subscriptions (100-1920-57732) to cover an invoice for law books was put into motion to be recommended to be discussed and voted on. Thomas Wilson noted that they may

have reduced the budget for subscriptions last year without realizing. There was no additional discussion and it was approved by a vote 4(Aye)-0(No) and 0 abstained.

On a motion from Chris Johnson, seconded by Holly Seiferth, the transfer of \$1,507.00 from Salaries Appointed (100-13500-51112) to the Wages Hourly (100-13500-51113) to cover for when the previous accountant left the assistant accountant had to work additional hours that were not budgeted for was put into motion to be recommended to be discussed and voted on. George Zacharakis asked if the remainder of Salaries appointed went back to the town. Thomas Wilson replied that it did. There was no additional discussion and it was approved by a vote 4(Aye)-0(No) and 0 abstained.

On a motion from Chris Johnson, seconded by Holly Seiferth, the transfer of \$50.00 from Communications (100-21100-54589) to the R&L Communications Equipment (100-21100-52273) to cover for the small amount short for the final invoice on MDT units in cruisers through Verizon Wireless was put into motion to be recommended to be discussed and voted on. Chris Johnson asked why the balance was not being paid. Thomas Wilson replied that they probably had enough in the other surrounding accounts to cover the rest. There was no additional discussion and it was approved by a vote 4(Aye)-0(No) and 0 abstained.

On a motion from Holly Seiferth, seconded by Chris Johnson, the transfer of \$400.00 from Town Administrator – Wages Hourly (100-1290-51113) to the Town Administrator – sundries (100-1290-54425) to purchase a new shredder was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 3(Aye)-1(No) and 0 abstained.

On a motion from Chris Johnson, seconded by Holly Seiferth, the transfer of \$1,750.00 from Health Insurance (100-91400-51178) to the Banking Services (100-14500-52328) to cover our required continuing disclosure reporting which was mistakenly under budgeted at \$750.00 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 4(Aye)-0(No) and 0 abstained.

On a motion from Chris Johnson, seconded by Holly Seiferth, the transfer of \$1,442.64 from Fees-Election Workers (100-16200-51195) to the Purchase of Services-Public Safety Police (100-16200-52319) to cover three unexpected elections during the FY2010 was put into motion to be recommended to be discussed and voted on. There was no additional discussion and it was approved by a vote 4(Aye)-0(No) and 0 abstained.

Chris DeSimone moved the meeting to discuss Finance Committee information. Since not all members were present, they would not select new appointments. In a future meeting, they would have a discussion about transfer policies – interdepartmental vs. cash transfers.

Adjournment: On a motion from Chris Johnson, seconded by George Zacharakis, the meeting was adjourned at 7:40 pm and it was approved by a vote 4(Aye)-0(No) and 0 abstained.

Respectfully submitted,
Lynne Henderson