Finance Committee Minutes
Friday, December 6, 2013
10:00 am

Call to Order: The meeting was called to order by FC chair Dennis May at 10:06 am.

Present: Dennis May, Maggie Parent, Wayne Zavotka, constituting a quorum.

Audience of Citizens: Marilyn Wilson came to advise the FC regarding articles to be included in the STM, scheduled for January 9, 2014. Wayne asked as to the location of Free Cash. It was reported to be held in the general fund checking account.

Information on Article 7: it was requested to revise the wording of the article to read: "from the General Fund to Police Dept Operations for the purchase of….."

Information on Article 4: Marilyn Wilson (BOS) reports that Chief McLatchy indicated he kept the request as responsible; as low as possible.

Minutes from last meeting: Wayne moved, Dennis seconded, approved unanimously. Marilyn Wilson (BOS) suggested FC follow a practice adopted by BOS that members of the committee initial each page of approved minutes and all sign the last page.

New Business:

Article 1:

Discussion: Maggie questioned if it was necessary to include the explanation that transfers of money from the Capital Stabilization Fund require a 2/3 vote. Marilyn Wilson explained that the "adequacy of warning law" requires posting of a 2/3 vote requirement.

Wayne recommended replacement of the word "loss" to "expense." Also, to add the words: "to an escrow account"

Dennis recommended adding the sentence: "If an appropriation is not made, the $100,000 will not be available for expenses related to the rebuilding of the Rowe School."

Dennis moved the changes. Maggie seconded. The motion was unanimously approved.

Article 2:

Discussion: Marilyn Wilson (BOS) explained that at one point in the past the custodian's hours had been 20/week. That was subsequently cut to 15 and then 8. The current custodian (Danielle Larned) reported the job required more hours. BOS approved the hours as 15 in mid-year, 6-8 weeks after the current custodian began.

Dennis moved approval of Article 2. Wayne seconded. The motion was unanimously approved.

Article 3:

Discussion: Marilyn Wilson (BOS), reported that the Mass DOR did a review of Rowe's treasury system in 2007. It was recommended that the treasurer does the payroll. In 2012 a new review as

conducted by Mass DOR with the same recommendation: treasurer does payroll. Marilyn further reported that the new treasurer puts in 1 ½ days in Rowe; she also serves Leyden, Colrain and Heath. Maggie noted this position was necessary for the financial health of Rowe.

Dennis moved approval of article 3. Maggie seconded. The motion was unanimously approved.

Article 4:

Discussion: It was discussed that the frequency of critical incidents requiring reports was very limited and therefore the software was not a necessary expense. The necessity of a keyless entry system was also questioned. FC recommended the purchase of a digital projector and hose tower safety.

Wayne moved. Dennis seconded. The Article was unanimously approved with noted recommendations.

Article 5:

Discussion: Wayne asked for an explanation as to how town legal fees were paid. Question: do we pay hourly for service or is the town counselor on retainer. The answer: $175/hour. There is no retainer. The Town Counsel is Brian Riley of Kopplemann and Paige. Joe Fair has served as Labor Law Specialist.

Marilyn Wilson explained that spending on the current labor situation with Town Coordinator is near completion. In addition to fees related to town counsel, advisement was received through the Massachusetts Attorney General's office. $10,000 is needed for "in case" expenses, not for any ongoing expenses.

Dennis moved. Wayne seconded. The Article was unanimously approved.

Article 6:

Discussion: Verified amounts corresponded to previously approved Reserve Fund Transfer Requests.

Dennis moved. Maggie seconded. The Article was unanimously approved.

Article 7:

Discussion: a correction was made to amend the article to read "from the General Fund to police Department Operations for the purchase of bullet proof vests…"

Dennis moved approval as amended. Wayne seconded. The article was unanimously approved.

Dennis moved adjournment at 12:04 pm.

Respectfully submitted: Wayne Zavotka

Approved: Dennis May