

Minutes of the Meeting of the Heath Finance Committee
July 2, 2013

Time: 7:00 pm

Place: Community Hall

Present: Gloria Fisher, Jeff Simmons, Ned Wolf, Don Freeman, Kathy Inman, and at 7:45 pm
Kara Leistyna, Sheila Litchfield, Brian DeVriese, and Bill Lattrell. Hilma Sumner was present at
8:05 pm.

Don made copies of the following documents available:

- Minutes of the May 21st meeting (Ned)
- Transfer Requests 7/2/13 (Tracey)
- Set of e-mails among Tracey, Kara, and Hilma regarding the By-Law Project

The minutes of the May 21 meeting were read and approved.

Members reviewed the list of Transfer Requests 7/2/13 from Tracey. There were questions about the "emergency drainage project" that is cited as the reason for requesting that \$1385.72 be transferred from Roadside Mowing to Highway Materials. Will \$200 be sufficient to cover both the outstanding cell phone and water bills of the Highway Department for June? Other questions related to the Planning Board's advertising expenses and its ability to anticipate them. Don made a motion that the Finance Committee approves the transfers in Tracey's requests 7/2/13 with the proviso that we ask the Selectboard about "the emergency drainage project". The motion passed unanimously.

Members turned to the Town's payment to Hilma for work done on the By-Laws Project. Sheila thinks that it is not an hourly rate job and that the payment should be according to the percent of the job completed. Sheila has wanted more information on the percent of the job completed. Finance Committee members expressed concern that both the BOS and the FinCom had not paid close enough attention to setting project deadlines, requiring project status reports, and providing Hilma with travel expenses.

At 7:45 pm members suspended the meeting to go upstairs and join the Selectboard meeting in progress. Don reported the Finance Committee's approval of the transfers with a question about the "emergency drainage project". Sheila said that the project is on Jacobs Road. Kara reported Mike's having told her of a \$1454.94 overage in the Machinery Maintenance Account.

At 8:00 pm members returned downstairs to discuss the overage in Machinery Maintenance. There were questions about the details of the work done at Stagecoach. Don made a motion that the Finance Committee approves the \$1454.94 overage in Machinery Maintenance to come from the Salt and Sand Account. The motion passed by a vote of 4 to 1. That brings the total amount for transfers to \$3,646.88.

At 8:05 pm members returned upstairs to rejoin the Selectboard meeting where Hilma Sumner was present. Hilma said that she has read all the minutes for the Town from 1785 through 2013. She has recorded all the by-laws in those minutes and made a separate listing of Massachusetts General Laws (MGL's). She said that she needs to return to the early 1990's looking for MGL's. There also remain the jobs of transferring the work to the Town's website and getting the work bound. Selectboard members spoke of the need for a by-law review by Kopelman and Paige, the expense to come out of Legal Fees. Sheila said that if there is a cost for binding, she hopes that it can come out of the \$1000 recently appropriated. Hilma provided an hourly invoice for work done. The Selectboard voted to approve the invoice she submitted.

At 8:35 pm members returned downstairs to reconvene. There was a discussion of the Audit with its recommendation that the Town have a Financial Management Team that meets once a month. Jeff volunteered to be the Finance Committee's representative on the team. There was a consensus to let the Selectboard take action on forming the team. If the Selectboard does not act, the Finance Committee will. As for the Audit's suggestion that the Town decide what a Reserve Fund should look like, members noted that in recommending that \$80,000 of Free Cash be put into Stabilization as was approved at the Annual Town Meeting the committee was taking action in having 10% of the budget in Stabilization.

Kara will have a hard copy of the Audit Report. Hilma will get pdf files to Don of her work.

Turning to the study of Stipends, Kathy said that she has a list of questions to ask each person receiving a stipend. She will send Don a copy. Don said that after compiling a list of the EQV's of certain Massachusetts towns he will send out a suggested list of questions.

The meeting adjourned at 8:55 pm.

Respectfully submitted,
Ned Wolf, Secretary