

Minutes of the Meeting of the Heath Finance Committee  
December 3, 2013

Time: 7:05 pm

Place: Senior Center, Community Hall

Present: Ned Wolf, Gloria Fisher, Don Freeman, and Kathy Inman

Absent: Jeff Simmons

Copies of the following documents were available:

- Minutes of the November 5<sup>th</sup> meeting (Ned)
- Agenda (Don)
- Notes on School Issue (Kara)
- Stipends – How Other Towns Determine (Gloria)
- Proposed 2012 EQV's of 14 towns (Gloria)
- Heath Stipends FY2014 (Gloria)
- Stipends for Comparison (Gloria)
- Budget Preparation Calendar for FY15 (Kara)
- Summary of Recommendations as Listed in Management Letters (Kara)
- Budget Memo from Heath Selectboard and Finance Committee to all Town of Heath Department Heads and Committee, Board, and Commission Chairpersons (Kara)

Members decided to defer reviewing the minutes until the next meeting. Then they will be reviewed with the minutes for the October 7<sup>th</sup> meeting.

Members reviewed the Budget Memo to the Town Department Heads and noted the need to change the due date for FY15 budget requests from January 2 to January 6. Don made a motion to approve the Budget Memo as amended. The motion passed unanimously.

Members looked ahead to the possible need to overspend the Salt and Sand Account or the other winter accounts. Don made a motion to allow overspending of the winter accounts. The motion passed unanimously.

Next members considered the tour of the Heath School scheduled for the afternoon of December 16<sup>th</sup>. They agreed that Don and Gloria would represent the Finance Committee on the tour. The Town has a contract with the District. Heath, the lessor, leases the school to the District for \$1 per year. It appears from the contract that the District has responsibilities for maintenance. Both the Selectboard and Finance Committee members have recommended that legal matters not be discussed during the tour. Don will look over the Potomac Capital Advisors Property Condition Assessment and Long Range Planning Analysis for the Heath School.

Turning to stipends, Gloria reported on having talked with former Selectboard member Art Schwenger.

Art said that one purpose of stipends was to reimburse people for any expenses incurred on the job. Members showed interest in seeking equity when possible. Kathy said that it is important to know whether any job training is expected. Members talked of sending a memo to the Assessors and the Selectboard members asking for some idea of how many hours a week they're putting in. Gloria said that her research has not uncovered any formula being used for stipends in nearby towns. Don said that he will talk with Dave Howland about stipends. Members reviewed the list of positions for which there is no stipend. There was a consensus that those serving on the Agricultural Commission, the Historical Commission, the Recreation Committee, and the Zoning Board of Appeals should continue to receive no stipends while those on the Finance Committee, the Conservation Commission, and the Planning Board might warrant stipends.

At 8:03 Don made a motion that the Finance Committee go upstairs to join the Selectboard's meeting in progress until the time when our discussion with them ends whereupon we would adjourn. The motion passed unanimously.

Don reported to the Selectboard that the Finance Committee had approved the Budget Memo with the change of date as well as the overspending of winter accounts. The Finance Committee approved of Sheila's suggestion that the clause "changes may be necessary to requested line items" be removed from the Budget Memo.

Sheila said that an STM may be needed to supply \$1000 for the maintenance of the police cruiser.

She said that the Finance Committee may be needed on December 10 to review audit recommendations with Tracey. As for whether the Town should create a Financial Management team with regular meetings, members said that they thought the present schedule of meetings is sufficient. As for the recommendation that the Finance Committee determine a prudent reserve ratio and accompanying guideline, the Finance Committee has already determined that 10% of the budget should be in Stabilization. Sheila noted that the Town has no procurement officer and that more study is needed of the policy for emergency procurements outside the purview of the FRCOG.

The Finance Committee adjourned at 8:55 pm.

Respectfully submitted,  
Ned Wolf, Secretary