

Finance Committee
Meeting Minutes
Wednesday, May 22, 2019 at 6:30 pm
Bellingham High School
Library

1. FinCom Present: J. Allam, J. Flannery, K. Keppler, K. Grant, J. Kuzmeskas
2. FinCom Absent: J. Collamati, R. Cohan
3. Meeting Commenced at 6:32 pm

4. Minutes from the April 29th meeting were held until the next FinCom Meeting.

5. Ms. MacKinnon was present to discuss end of year fiscal transfers and the FY2019 Operating Budget.

Article 9 – Amend FY2019 Annual Operating Budget – Mr. Fraine and Ms. MacKinnon presented information to the Committee regarding recent changes made to the FY19 Operating Budget.

K. Grant made a motion to recommend the changes made to the FY19 Operating Budget Transfers as listed below. Seconded by K. Keppler. Recommended 7/0.

From Account	Description	Total
1000-122	Selectmen – Salaries	\$ 11,000.00
1000-122	Selectmen – Elected / Appointed Salaries	\$ 2,400.00
1000-135	Finance – Salaries	\$ 4,757.00
1000-145	Treasurer – Expenses	\$ 12,000.00
1000-194	Retirement – Expenses	\$ 56,952.00
1000-220	Fire – Expenses	\$ 50,000.00
1000-251	Town Inspector – Salaries	\$ 9,649.32
1000-921-69376	Article 6 (Item D) STM 10/14/15 – Town Clerk Tabulations	\$ 1,200.00
1000-921-69396	Article 13 ATM 5/25/16 – Rescue Vehicle	\$ 3,920.68
	Free Cash	\$325,000.00
	TOTAL	\$476,879.00

To Account	Description	Total
1000-423	Snow & Ice – Salaries	\$ 62,377.00
1000-423	Snow & Ice – Expenses	\$217,623.00
1000-220	Fire – Salaries	\$ 50,000.00
1000-426	Gas - Expenses	\$ 36,000.00
1000-193	Insurance Premiums – Expenses	\$ 23,008.00
1000-156	Tax Title – Expenses	\$ 10,000.00
1000-151	Legal – Expenses	\$ 14,000.00
Misc	FY19 Contract Retro – BPAA	\$ 10,250.00
Misc	FY19 Contract Retro – Singletons	\$ 3,470.00
1000-210	FY19 Contract Retro – Police	\$ 45,000
1000-190	OJI Deductible – Expenses	\$ 5,151.00
	TOTAL	\$476,879.00

End of Year Fiscal Transfers:
FY2019

K. Grant made a motion to recommend the End of Year Fiscal Transfers as shown below. Seconded by K. Keppler. Recommended 5/0.

From	Account Description	Amount	Reason
1000-135-51500	Finance – Overtime	\$ 700	
1000-137-51140	Assessor – Salaries	\$ 4,000	Funds available in PT Personnel line that is used for office coverage
	TOTAL	\$ 4,700	

To	Account Description	Amount	Reason
1000-135-54090	Finance – Office Supplies	\$ 700	Need supplies for Finance Office to manage and archive records. Move from salaries to expenses within the Finance budget.
1000-490-51141	Stormwater – Salaries	\$ 4,000	Stipend for J. Kupfer, budget was only \$6K; stipend is \$10K
	TOTAL	\$ 4,700	

J. Flannery made a motion to recommend the End of Year Fiscal Transfers as shown below. Seconded by K. Keppler. Recommended 5/0.

From	Account Description	Amount	Reason
1000-145-51130	Treasurer / Collector – Permanent Salaries	\$ 8,500.00	S. Silva started 10/30/18 so there's cost savings in the line. Current balance is \$13,412. Projected salary expenses through June 30 th are \$4,100, leaving a balance of \$9,312 (before this transfer)
1000-135-51110	Finance – Dept Head Salary	\$ 5,000.00	M. MacKinnon started in Sept. so there's cost savings in the line
1000-162-54090	Elections – Expenses (Office Supplies)	\$3,568.13	To cover Town Clerk Salary during transition (overlap in service)
1000-162-54090	Elections – Expenses (Office Supplies)	\$ 500.00	To cover deficit expected from Poll Workers at Town Meeting
1000-162-54090	Elections – Expenses (Office Supplies)	\$ 2,320.29	To cover salary deficit in the Elections budget
1000-162-52230	Elections – Expenses (Equip. Maintenance)	\$ 1,175.40	To cover salary deficit in the Elections budget
	TOTAL	\$ 21,063.82	

To	Account Description	Amount	Reason
1000-145-52400	Treasurer / Collector – Professional Salaries	\$ 8,500.00	Needed for consultant to establish cash reconciliation procedures and complete July – August 2019 cash reconciliation
1000-156-52400	Tax Title Services	\$ 5,000.00	Estimate of legal services through June 30. High volume of activity collecting delinquent taxes in FY19
1000-161-51180	Town Clerk – Elected / Appointed Salaries	\$ 3,568.13	To cover Town Clerk Salary during transition (overlap in service)
1000-162-51142	Elections – Poll Workers not on Town Payroll	\$ 500.00	To cover deficit expected from Poll Workers at Town Meeting
1000-162-51142	Elections – Poll Workers not on Town Payroll	\$ 3,495.69	To cover salary deficit in the Elections budget
	TOTAL	\$ 21,063.82	

6. Mr. DiMartino was present to discuss an amendment requested for Article 13. Bids for the Grove Street Standpipe Mixing project have come in higher than anticipated. Mr. DiMartino requested that funds be transferred from a recently completed water main project that has funds remaining, in order to proceed with the bid award.

K. Grant made a motion to increase the previously recommended amount of \$490,058 by \$115,000 funded by a prior year's Article 5 from the 10/2017 STM making the new amount \$605,058. Seconded by K. Keppler. Recommended 5/0.

7. New Business, Emails, Correspondence, Bills:

Invoice from Alternative Printing for the Printing of 300 Annual Town Meeting booklets was submitted to the Committee. A motion to recommend payment of the invoice in the amount of \$560.00 was made by J. Flannery and seconded by K. Keppler. Recommended 5/0.

Invoice from FinCom Clerk, Tina Griffin, for the month of May was submitted to the Committee. A motion to recommend payment of the Clerk invoice in the amount of \$318.32 was made by K. Keppler and seconded by K. Grant. Recommended 5/0.

A motion to adjourn at 6:52 pm was made by J. Flannery and seconded by K. Grant. Recommended 5/0.

Meeting adjourned.

Respectfully Submitted,

Tina M. Griffin
Tina M. Griffin