



## Finance Committee Meeting Minutes

March 9, 2015 6:30 PM, Selectman's Conference Room

Tyngsborough Town Hall

Tyngsborough, Massachusetts

Members Present: Darryl Wickens, Chair (DW)  
Paul Morin (PM)  
Burt Buchman, Secretary (BB)

Members Absent: Scott Hammer, Vice Chair (SH)  
Eric Sondhi (ES)

Attendee: Kerry Colburn-Dion, Town Treasurer

**BB made a motion to come into session at 6:36 pm, PM seconded. All in favor 3-0-0.**

### **Item 1: Other Legal Services**

There is a \$ 586 balance in the account. There are Labor Council invoices to be paid for collective bargaining, etc. These are other legal fees aside from Atty. Zaroulis' normal invoices. Some of the extra legal fees are associated with determining a clear title to the church property which the town is in the process of buying. The Town Treasurer is requesting that \$9,500 be transferred from the Reserve Account to Other Legal Services. As of May 1<sup>st</sup>, the Fincom and Board of Selectmen (BOS) can meet on transfers and do them ahead of time instead of at town meeting. The chart of accounts is organized by the state. Will probably have a smaller amount of free cash this year. Health Insurance increase is close to the GIC increase. New growth in town is up.

**Motion by BB to transfer \$9500 from the Reserve Account to the Other Legal Services account. Seconded by PM. Approved, 3-0-0.**

### **Item 2: FY 16 Budget Preview**

The cherry sheet numbers were reviewed by the Town Treasurer. There is one student at the Essie Aggie School. George from Greater Lowell Regional Vocation School has indicated there will be some

additional interest for bonding. Lottery took in \$5M. Increased building permit fees by a moderate amount.

**Eric Sondhi arrived at 7:07 pm.**

The Finance Committee joined the Board of Selectmen (BOS) in the Community Room at Town Hall.

Attendees: Curt Bellavance, Town Administrator  
Nina Nazarian, Assistant Town Administrator  
Robert Jackson, Board of Selectmen  
Rick Reault, Board of Selectmen  
Karyn Puleo, Board of Selectmen  
Corliss Lambert, Board of Selectmen  
William Gramer, Board of Selectmen  
Kerry Colburn-Dion, Finance Coordinator/ Treasurer  
Therese Gay, Administrative Clerk

**Item 3: Snow and Ice**

An additional request for funding has been received from Jim Hustins of the Highway Department. \$510K has been expended to date. There are \$63K in bills to be paid. The request is for an additional \$75K for the snow and ice budget. The town is in good shape regarding the salt supply.

In accordance with MGH, Chapter 44, Section 31D, we the Board of Selectmen, and we the Finance Committee, do hereby authorize the Town Accountant to issue warrants and the Town Treasurer to pay such warrants in excess of funds for snow and ice removal, such warrants not to exceed \$75,000. Expenditures made under this authority shall be certified to the Board of Assessors and included in the next annual tax rate.

BOS approves the above motion by 5-0-0.

**DW made the above motion, seconded by BB. Approved 4-0-0.**

**Item 4: FY 16 Budget Discussions**

The budget schedule was passed out and reviewed. March 16<sup>th</sup> meeting will review the budgets of departments requesting additional funds or positions. April 27<sup>th</sup> should be the date for the Tri-Board #3 meeting, but keep April 29<sup>th</sup> open. The School Committee will present their budget on March 31<sup>st</sup>. The revenue share will be done before the 31<sup>st</sup>. Budget to be finalized MY 4<sup>TH</sup> with annual town meeting on May 19<sup>th</sup>.

**Item 5: Legislative Priorities**

The BOS had created a priority list from current and previous priorities. This was reviewed and eventually be sent to our state legislators. The lottery generated \$5M in sales but Tyngsborough only saw 15% of that money come back to the town. Add lottery distribution funds formula to the list. BOS to prioritize 3-4 items to be presented to our legislators. Fincom will also review the list and the Chair will send our comments back to the BOS.

**Item 6: No Cash Policy**

The BOS is drafting a No Cash Policy. This is for increased internal control to protect both the employees and the cash. Detailed interviews were done with the departments to determine their policies. Possibly discuss not accepting cash.

**Item 7: PILOT**

PILOT stands for Payment In Lieu Of Taxes. In a prior year there was a bill before the state legislature to allow up to 25% of the real estate property value to be taxed, for tax exempt properties. The BOS will draft a letter for approval. The tax exempt organizations have been identified. The Town Administrator will forward the list to the Fincom.

**Adjournment**

**BB made a motion to adjourn at 9:10 pm, seconded by PM. All in favor 4-0-0.**

Prepared by: Burt Buchman, Finance Committee Clerk