

Town of Lunenburg

Finance Committee:
Mark Erickson, Chairman
Terri Burchfield, Vice-Chairman
John Henshaw, Secretary
Karin Menard



Mark Erickson
8/21/14

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Lunenburg Finance Committee Minutes of July 10, 2014 Meeting

Location: Town Hall
Present: Mark. Erickson, Terri Burchfield, Karin Menard, John Henshaw
Absent: All Members Present

1. Meeting called to order by Mark Erickson at 7:00 pm.
2. Election of Officers for Fiscal 2015, Term is July 1, 2014-June 30, 2015:
 - a. Chairman: Motion by Terri B, to nominate Mark E., Seconded by Karin M. Approved: 4-0.
 - b. Vice-Chairman: Motion by Mark E. to nominate Terri B., Seconded by Karin M. Approved: 4-0.
 - c. Secretary: Motion by Karin M. to nominate John H., Seconded by Terri B. Approved: 4-0.
3. Reorganization of Department and Committee liaison responsibilities, approved at the discretion of the Fin Comm Chair.
 - a. Assignments:

<u>Assignment</u>	<u>Liaison</u>
School Dept.	Karin Menard
Public Safety	Terri Burchfield
Public Works	John Henshaw
Library	John Henshaw
Council on Aging	Karin Menard
School Building Project Committee	Mark Erickson
Building Re-Use Committee	Mark Erickson
Capital Planning Committee	John Henshaw
Sewer Commission	Terri Burchfield
Public Access Cable Committee	John Henshaw

- b. Discussion Points:
 - i. As the committee is short three members, our consensus was that we would respond to issues involving the Agricultural Commission or the Green Community as necessary rather than formally assign a liaison to either.
 - ii. Regarding departments with relatively small budgets, we agreed that liaisons could track ytd actual expenditures relative to budget less formally than attending regular meetings.

4. Communications:
 - a. Mark E. circulated the most recent issue of *The Beacon* for the Fin. Comm's information
 - b. The ATFC Annual Meeting and Workshops will take place Saturday, October 18 at Tri-County Regional High School in Franklin, MA.

5. Town Manager Updates:
 - a. The final accounting of revenues and expenditures in fiscal 2014 should be completed by the week of July 21.
 - b. Town Manager estimated that the Town has incurred \$20,000 to \$30,000 in expenses as a result of cleaning up downed trees and other debris in the Lake Shirley area from Monday's (July 7th) storm. The expense covers the hiring sub-contractors, equipment, and paying for overtime for DPW personnel. These expenditures are not in the budget.
 - c. Solar Array status: We await the solar array going on line and beginning to realize the savings in the Town's electric power costs.

6. Review of Minutes: John H. moved to approve the minutes with one minor amendment. Terri Burchfield seconded the motion. The motion was approved 3-0, with Karin Menard abstaining.

7. Finance Policy Document:
 - a. The committee corrected four errors to the pre-final draft policy.
 - b. Substantive changes:
 - i. There is one broken link in the body that John Henshaw will correct.
 - ii. After discussion with Town Manager, the committee agreed to change the word "shall" to "should" (§ I, B, 1.) regarding to maintaining a balance of four percent of the omnibus budget in the general stabilization fund; and change the words "should" to "shall" (§ I, B, 3, a, b.) regarding actions to be taken to replenish the general stabilization fund.
 - c. Action Items:
 - i. John Henshaw will check and correct all links.
 - ii. He will also make the changes and circulate a final draft for committee review and advice before the July 31 Finance Committee meeting.

8. Committee Updates:

Committee/Department	Update	Reported by:
Building Re-Use	Building Re-Use discussed the relevance of the boundaries of the Brooks House and TC Passios School for planning for sub-division of property associated with the school and to locate an access road.	Mark Erickson
School Building	Requisite modifications in the design of stormwater drainage will lead to a minor overspend relative to bid. The wiring to the Turf Field needs to be repositioned due to the school building project.	Mark Erickson
DPW	The DPW paid an invoice for \$3,300 for repairs to the track around the turf field.	John Henshaw

Library	Martha Moore sent the committee a report comparing Lunenburg Public Library funding, usage, and resources with other libraries of similar size in the area.	Mark Erickson
Public Access Cable	Year-end actual revenues and expenditures should be available to report on at the August 24 Fin Comm meeting.	John Henshaw

9. Budget Opportunity:

- a. Turf Field Policies/Fees: Mark Erickson will set up a meeting between this committee and current and former members of the Parks Commission to get a better understanding of the history and decisions that led to the policies and fee structure.

10. Meeting Adjourned: Terri Burchfield moved to adjourn the meeting and Karin Menard seconded the motion. The board voted 4-0 in favor; the meeting adjourned at 8:21.

Minutes respectfully submitted by John Henshaw July 26, 2014