

Town of Lunenburg

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



Mark Erickson
9/22/14

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Lunenburg Finance Committee Minutes of August 21, 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. Communications:
 - a. Mark E. passed around the 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.
3. Town Manager Updates: (Note as Kerry Speidel was not present Mark Erickson gave a brief update in lieu of the Town Manager Report.)
 - a. Karen Brochu will likely be able to present the final accounting of revenues and expenditures in fiscal 2014 at the Thursday, September 11 Fin Comm meeting.
 - b. The Town is to advertise for candidates for the three vacancies on the Fin Comm.
 - c. Mark E. said the Town Charter regarding a quorum for Fin Comm meetings suggests that a majority of the sitting members (members who are currently on the committee) of the Fin Comm constitutes a quorum. This contrasts with the interpretation that a majority of the number of members of the entire Fin Comm as established by the Town Charter constitutes a quorum.
4. Review of Minutes: Karin M. moved to approve the minutes of the July 11 meeting. Terri Burchfield seconded the motion. The motion was approved 4-0.
5. Finance Policy Document:
 - a. Terri B. moved that the committee recommend that the Board of Selectmen [BOS] approve the Financial Policies submitted by the Fin Comm. Karin M. seconded the motion. The committee approved the motion 4-0.
 - b. Action Item: Mark E. will email a request to be put on the agenda of an upcoming Board of Selectmen meeting to present the policies to the BOS.
 - i. Mark will notify members the date when the BOS will consider our recommendation.

6. Committee Updates:

Committee/Department	Update	Reported by:
Building Re-Use	No meeting, nothing to report.	Mark Erickson
School Building	<ul style="list-style-type: none"> • Site work is progressing. • The committee agreed to set up a submittal exchange to increase the transparency of the bid-invoice process. • A web cam will be set up to enable monitoring of the school construction site. 	Mark Erickson
Schools	Project costs for out of district placements is \$150,000 less than budgeted so this amount was transferred from that account and will fund two educators to head up an in district transition program.	Karin Menard
Monty Tech	There is a new administrator at Monty Tech.	Karin Menard
Council on Aging	Nothing to report.	Karin Menard
Public Safety	<ul style="list-style-type: none"> • Terri will meet with the Police Department the week of August 25. • The Fire Department has begun the process of purchasing the new fire engine in the FY 2014 capital plan. 	Terri Burchfield
DPW	Nothing to report.	John Henshaw
Library	Nothing to report.	John Henshaw
Public Access Cable	The PACC balance increased during FY 2014 from \$241,000 to \$266,000 at the end of FY 2014. The increase was mainly due to lower expenditures than budgeted.	John Henshaw

Note: There was nothing to report on the Sewer or Agricultural Commissions or the Green Community.

7. 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.

8. Future Agenda Items:

- a. Review the updated Pavement Management Plan
- b. Set Expectations for Budget Presentations
- c. Meeting with Parks Commission on history of the Turf Field and Track.

9. Meeting Adjourned: Terri B. moved to adjourn the meeting and John H. seconded the motion. The board voted 4-0 in favor; the meeting adjourned at 8:20.

Minutes respectfully submitted by John Henshaw September 1, 2014