

Charlemont Finance Committee
Minutes

Meeting Date: December 23, 2005

Members Present: Win Healy, Ted Willard, Rich Filoramo, Norma Lynch and Bill Coli

Guests: Kathy Chadwick

The meeting was called to order by Chair Win Healy at 9:00 a.m. Mr. Healy passed out budget packages.

Mr. Coli presented his findings regarding the transfer station and the analysis on revenue and expenses. After discussion, it was voted to recommend an increase in the price of bags to \$2.00 with senior citizens continuing to purchase them for \$1.00. It was decided not to recommend an enterprise fund for the transfer station.

The committee then reviewed the budgets submitted for the Fire Department, Police Department, Ambulance Service, Highway Department and Parks & Recreation. It was decided to request the Fire Department and the Parks & Recreation Committee come to the next meeting to discuss their requests.

Kathy Chadwick then joined the committee to discuss revenue projections. After discussion and looking at several revenue sheet formats it was agreed that Ms. Chadwick would combine the revenues into two groups – state receipts and departmental receipts. She would create a worksheet with three (3) back year's actual receipts, the estimated receipts (recap sheet) for FY 06 and a place for estimates for FY 07. She would present the format (via e-mail) to Mr. Healy and the committee for review. Once the format was agreed upon, she would fill in the figures for the March meeting. The format is to be e-mailed to the committee in January.

Ms. Lynch will be forwarding the new budget worksheet format to Ms. Chadwick and she will be entering in the figures as budgets are presented to her. The updated worksheets will be forwarded to the committee prior to each meeting.

Ms. Chadwick informed the committee that there are three new tech school students and the cost for FY 06 will increase by \$37,550. This amount will have to be appropriated prior to June 30th. Ms. Chadwick then informed the committee about the new software program. She is working with Scott Sawyer to learn the system. Payroll will be put on the new system starting January 1, 2006.

A discussion was held regarding the spreadsheets we are using for budget work and it was noted that Ms. Chadwick did not have Excel on her machine. This is to be rectified and Mr. Filoramo will check into licensing issues so that other departments can also be using Excel.

The idea of categorizing budget line items by function (to coincide with the new software system and the UMAS account numbers) was discussed and it was decided to hold off on this until FY 08 budgeting.

The next meeting will be held on January 20, 2006 at 9:00 a.m.

The meeting adjourned at 12 noon.

Respectfully submitted,

Norma Lynch