

CHARLEMONT FINANCE COMMITTEE

Minutes of Meeting, October 26, 2007, Town Hall, Saturday, 9:00 A.M.

1. Attending -- N. Lynch, T. Willard, R. Filoramo, W. Coli, D.R. White.
2. Minutes -- Minutes of previous meeting signed by members. These Minutes will now be placed in the Town Clerk's file. The Board of Selectmen would also like a copy to be forwarded to the Town's web site.
3. File Cabinet -- It was agreed that D.R. White would purchase from Staples a two-drawer file cabinet for the use of the Finance Committee, said cabinet to cost approximately \$50.00 as it need not be fire proof.
4. Annual Town Meeting Date Change – The Town Bylaws stipulate that the Annual Town Meeting shall be held on the first Monday in May. The Board of Selectmen has asked the Finance Committee for an opinion on changing the date of Annual Town Meeting to a later date because the State cherry sheet and school reimbursement figures have not been available until several weeks later. The Finance Committee agreed with the concept of moving the Annual Town Meeting date but suggested that the Board of Selectmen set a fixed date every year to assist with planning. The Board of Selectmen will determine how the Town Bylaw may be changed.
5. Blue Ribbon Panel on Town Employee Salaries – The draft report of the Blue Ribbon Panel was reviewed by the Finance Committee. After discussion, Chairman N. Lynch was authorized to draft a memo to the Board of Selectmen with the Finance Committee comments and recommendations. This memo will be circulated to the other Finance Committee members for comment and then N. Lynch will forward a copy to the Board of Selectmen.
6. Revenues for FY 2008 – Chairman N. Lynch recently met with the Town Accountant and reviewed revenues to be used to set the FY 2008 tax rate:
 - a. After Annual Town Meeting, the estimated tax rate was \$1.27 +/- per thousand.
 - b. State Aid figures came in higher than was estimated at the Annual Town Meeting.
 - c. Recent Special Town Meeting raised and appropriated \$89,000.00.

The net effect of the increased revenue nearly offsets the increased spending, hence the estimated tax rate decrease will be \$1.25 +/- per thousand.

7. Audit – The Board of Selectmen asked the Finance Committee for recommendations about scheduling an audit. The most recent audit in 2005 recommended many management and procedural changes. The Finance Committee is of the opinion that

many of the recommended changes have been made and the Town finances should be in good shape. Nevertheless, the Finance Committee recommends that an audit be scheduled on the 3-year increment. There is somewhere around \$12,000.00 in the Audit Revolving Account.

8. Report on Budget Work and Capital Plan – The Finance Committee reviewed the existing Capital Plan Worksheet. For FY 2009, the ambulance is scheduled for replacement at \$150,000.00 and a \$20,000.00 expenditure for a police cruiser is scheduled.

- a. Capital Plan:

- i. Ambulance: A new ambulance may cost more than the \$150,000.00 shown but there is likely to be grants, ambulance funds and neighboring Town contributions to offset some of the cost. It was agreed to leave the \$150,000.00 figure.

- ii. Cruiser: A cruiser would cost approximately \$30,000.00. The \$10,000.00 fund from FY 2008 was not voted on so the cruiser cost for FY 2009 will be \$30,000.00.

It was agreed that the Capital Plan was otherwise satisfactory and would not change unless new requests from Department heads were received and approved.

- b. Budget Work Sheet:

Chairman N. Lynch reported that the new Budget Work Sheet is available and that the Executive Secretary K. Reynolds has begun entering new budget data as it becomes available. It was felt that this form and procedure was going to be very helpful in the budget process.

9. Meetings for FY 2009 Budget Reviews -- The next working meeting was set for Friday, November 9, 2007 at 9:00 A.M. At that meeting a schedule for meetings with Department heads will be set.

Adjourned at 11:00 A.M.

Respectfully submitted,
Douglas R. White, Recording Secretary

(This document is to be considered a draft until approved by the Finance Committee.)