

FINANCE COMMITTEE MINUTES

May 28, 2013

The Finance Committee meeting was called to order at 7:35 PM in the Selectmen's Meeting Room of Town Hall. The following Finance Committee members were present: Ken Szajda, Michelle Zeamer, Charlie Kaslow, Dan Alfred, Michelle Johnson and Bill Dowd.

At the request of the Board of Selectmen this was a joint meeting. From the Board of Selectmen Jay Leary, Kevin Conley and Town Administrator Paul LeBeau were present at the opening of the meeting. The Board of Selectmen meeting was called to order at 7:35 PM in the Selectmen's Meeting Room of Town Hall.

Chairman Ken Szajda stated that the first order of business for the Finance Committee was reorganization following the recent elections and that a Chairman, Vice-Chairman and Clerk were to be elected. Charlie Kaslow suggested that it would be of value to review the roles and responsibilities of each position prior to nominations and elections. Charlie Kaslow shared a matrix listing roles and responsibilities for these roles and invited discussion by the full committee. He inquired of the members what revisions, additions and deletions they felt were appropriate. Chairman Szajda commented that his only addition was that given the recent resignation of the Finance Committee's secretary, someone would need to take minutes until a new secretary was hired. Charlie Kaslow commented that he had offered to take minutes until a new secretary could be hired. Dan Alfred commented that his understanding was that all the responsibilities were that of the Chairman. Chairman Szajda acknowledged that precision in the definition of some of the responsibilities was important such as that of "development of the agenda with the committee" because it has been the practice to develop the upcoming agendas with the full committee but that as needs arise, particularly in urgent situations, the Chair may need to schedule meetings where review by the full committee may not be practical. Additionally, Chairman Szajda commented that statutorily the Chair is authorized and responsible for development of the agenda. Bill Dowd inquired whether it would be desirable for the committee to determine the agenda for the following meeting prior to closing of the current meetings. Chairman Szajda acknowledged the value of this process where practical. Bill Dowd commented that this process would provide information for other boards and committees in town, if meetings were needed in that advance notice and information would be required. Chairman Szajda commented that generally that is desirable but that there are situations where the need was urgent such as leaking roof where the chair would need the flexibility to schedule in urgent situations. Selectman Jay Leary inquired what the P, S and S2 designations were intended to mean in the matrix. Charlie Kaslow commented that for each responsibility that the P was intended to the person with primary responsibility, S was secondary in absence of primary and that S2 was secondary to the secondary in the event of that person's unavailability. Selectman Leary used the responsibility for ensuring that agendas were posted as an example and walked thru the logic in the matrix. Charlie Kaslow commented that the object was to address some of the administrative details that the committee currently deals with. Michelle Zeamer commented that she believed that posting of the agenda needed to be the responsibility

of the chair. Charlie Kaslow commented that the Finance Committee could certainly agree to do that but that the intent was that the Clerk would take the agenda developed by the Chairman with the Finance Committee to ensure timely posting. Chairman Szajda suggested that Chair should generate and send to Town Clerk and have the Clerk check to ensure that agenda is posted in a timely manner once sent to the Town Clerk. Charlie Kaslow commented that we could agree to do however the Finance Committee agreed. He added that the reason he proposed that process on the matrix was that the current issues with timely posting of minutes and agendas was not delivery to the Town Clerk's office but somewhere downstream of that point and that he was currently engaged to run down that issue with the current process. Chairman Szajda noted that he misunderstood the matrix and agreed with the matrix. The members further discussed the posting process in general. Bill Dowd inquired whether the Clerk's role would be to ensure timely posting of the agenda once submitted by the Chairman to the Town Clerk, which was acknowledged by Chairman Szajda. Charlie Kaslow revised the matrix for wording of the matrix and is attached to these minutes for reference. Bill Dowd inquired in regard to the item dealing with responding to external correspondence with Chair as primary. Chairman Szajda commented that that process is always done by the committee. Bill Dowd went on to inquire whether individual members are able to respond individually? Chairman Szajda commented that in general anyone can speak but that it is important to distinguish whether you are speaking as private individual, member of the committee or for the committee. He added that generally the Chair or the Vice-Chair speaks for the committee conveying the vote of the committee on a particular topic. Bill Dowd commented that speaking for the committee and as a member of the committee is important and that members do not need to avow their committee membership to offer comment as a member. Dan Alfred asked if the committee could now elect the Chair, Vice-Chair and Clerk. Chairman Szajda commented that he thought the committee would complete the review of the matrix and then have elections. Charlie Kaslow commented that he would request we complete the discussion on the roles and responsibilities prior to having the election for Chair, Vice-Chair and Clerk. Dan Alfred commented that these roles and responsibilities are a guide as all the responsibilities belong to the Chairman. Chairman Szajda commented that the matrix is indeed a guide but that the discussion and the matrix are helpful and that the committee agree as a guideline. Bill Dowd commented having these guidelines for roles / responsibilities should be helpful to the efficient operation of the committee as opposed to just saying that the Chair is responsible for everything. Chairman Szajda commented that the Chair does retain responsibility but that having this division of responsibility is helpful. Michelle Johnson added that with the roles and responsibilities agreed it might be helpful in making decision for the voting. Chairman Szajda commented that it is helpful to know what you are signing up for before you accept a nomination or a position. Michelle Zeamer inquired what was happening with the Finance Committee Web site as it applied to the roles / responsibilities such as calendar? Charlie Kaslow commented that what he intended was that the Clerk would maintain an MS Excel spreadsheet calendar on members personal schedules and unavailability to aid the committee in scheduling of future meetings, not that it would be placed on a Web site. Several members added that they would prefer that personal schedules not be posted on a public Web site for personal reasons. Chairman Szajda commented that he created the Finance Committee Web site but that Finance Committee work took time away from maintaining site, when Mr Crews was on the Finance

Committee he offered to take over maintenance of the site. When he left the Finance Committee maintenance of the site was deferred. Following town meeting an individual approached Chairman Szajda and offered to help with the site maintenance and that he will follow-up with that person. He also commented with the new town Web site coming that it might be merged together. Bill Dowd commented that he thought rolling it into the new town Web site would be desirable. Chairman Szajda polled the committee as to whether there were any additional comments. He commented that the matrix was helpful to define the administrative tasks. Charlie Kaslow reviewed the revised matrix and changes based upon committee discussions.

Chairman Szajda opened the nominations for the post of Chairman. Michelle Zeamer nominated Ken Szajda for Chairman, with second by Michelle Johnson. No further nominations were received and the committee moved to vote with five members in favor, Ken Szajda abstaining.

Chairman Szajda opened the nominations for the post of Vice-Chairman. Dan Alfred nominated Michelle Zeamer for Vice-Chairman, with second by Ken Szajda. No further nominations were received and the committee moved to vote with five members in favor, Michelle Zeamer abstaining. Bill Dowd suggested that the committee consider rotating the roles going forward. Chairman Szajda commented that he had no issue with that plan but that the consideration of experience on the Finance Committee has been a factor. He related that historically three years of experience on the committee has been seen as the minimum needed to enable a Chairman to be effective. Selectman Jay Leary commented that it is a personal preference of each board. Charlie Kaslow commented that both Bill Dowd's and Chairman Szajda's comments were appropriate and that it is easy to just keep going as you have in the past but that rotating roles provides more depth of experience and prepares the committee for the future in the event of one or more members unavailability to serve. Selectman Leary commented that it is also important to ensure that the plan is agreed by those person's involved in the rotation.

Chairman Szajda opened the nominations for the post of Clerk. Dan Alfred nominated Charlie Kaslow for Clerk, with second by Michelle Zeamer. No further nominations were received and the committee moved to vote with five members in favor, Charlie Kaslow abstaining.

Chairman Szajda raised the administrative issue of Faith Antonioli's last timesheet for an amount of 1.25 hours. Michelle Zeamer made motion to approve Faith Antonioli's hours for the week ending May 28, 2013, the motion was seconded by Bill Dowd. Motion passed unanimously. Michelle Zeamer inquired of the chair how the committee was to go about filling the Secretaries position? Chairman Szajda posed the questions to Town Administrator, Paul LeBeau who was seated in the audience. He advised that the position should be posted a minimum of five days listing the duties and rate of pay. Chairman Szajda commented he would prepare the posting and would bring to the next meeting for the committee's review and action.

Chairman Szajda commented that there was a line item transfer pending the committee's review and action. He explained that in the period from May 15th to June 30th the Finance Committee has special statutory powers which it does not possess during the balance of the year to approve line item transfers without Town Meeting authority. The intent not being to go around

Town Meeting vote but that there exist situations where minor transfers were needed to support ongoing operations, in the instant cases the Board of Health (BOH) and the Treasurer/Collector. Michelle Zeamer commented that the reason in the case of the BOH was a greater number of illnesses than anticipated and confidentiality rules that applied do not make disclosure of particulars possible. Bill Dowd inquired whether the request is required to state the purpose / rationale for the request? Chairman Szajda commented that yes they do and would be recorded on the request form. Bill Dowd inquired whether the form was prescribed by statute. Chairman Szajda commented that information required is likely statutorily prescribed but not the form per se. Bill Dowd inquired whether a request has ever been denied. Chairman Szajda commented that he did not recall an instance when one was denied but that typically the Board of Selectmen communicate with the Finance Committee enabling feedback if any additional information is needed and is resolved before it came to a vote.. Bill Dowd commented that the process appeared to be an accounting issue as there was no apparent explanation offered and that it was practically routine and that there did not appear to be any analysis. Bill Dowd inquired whether the members could receive the request and supporting information prior to the meeting. Chairman Szajda responded that yes that is the norm but that he did not have Bill's e-mail address on his distribution list yet and wanted to confirm that information this evening.

For the first line item transfer the Board of Health wanted to move \$1,250 from the Inspector/Agent account as they anticipated deficiencies in several accounts including the lease copier, professional services and visiting nurse accounts. Michelle Zeamer made a motion to approve a line item transfer from the Inspector/Agent organization no. 01512, object no. 50016 to Professional Services organization no. 01512, object no. 52190 in the amount of \$1,250. Motion was seconded by Bill Dowd, motion was approved unanimously.

Second request for line item transfer before the committee was from the Treasurer for the payroll, tax and accounts payable binders for the balance of the year. Bill Dowd inquired whether the town is required by law to keep all those documents in hard copy as opposed to digitally? Paul LeBeau explained that the hard copies were statutorily required at the present. Chairman Szajda commented that last fall there was discussion in regard to the need for paper copies and that there is a longer term plan to convert to digital records. Dan Alfred inquired what the purchase process involves as he found similar binders online for less cost. Paul LeBeau commented the binders are not standard 8.5" x 11" paper as town government records sometimes are non-standard. He commented the town is not limited to any particular vendor. Charlie Kaslow inquired what the record retention requirement was. Paul LeBeau commented that there was a variety of requirements depending upon the specific records involved, some were permanent such as personnel / payroll records. Michelle Zeamer made a motion to approve the line item transfer requested by the Treasurer/Collector in the amount of \$500 from organization 01138, object 52150 to organization 01138 object 54200. Motion was seconded by Bill Dowd, motion was approved unanimously.

Charlie Kaslow requested the committee review the draft minutes of May 14th. Dan Alfred noted that the attendance should reflect that Michelle Johnson was absent on the 14th which was acknowledged and noted by the Clerk. Following review Michelle Zeamer made motion to

approve the amended minutes of May 14th. Motion was seconded by Dan Alfred and the motion was passed four in favor with Bill Dowd and Michelle Johnson abstaining.

Selectman Chairman Jay Marsden joined the meeting at 8:10PM.

With the Finance Committee business addressed, Chairman Szajda moved onto joint business with the Board of Selectmen. Chairman Marsden made a motion to approve the line item transfer requested by the Treasurer/Collector in the amount of \$500 from organization 01138, object 52150 to organization 01138 object 54200. Motion was seconded by Kevin Conley and passed unanimously by the Board of Selectmen. Chairman Szajda commented that the executive session originally planned was no longer necessary for this evening's meeting. Jay Leary commented that he just wanted begin some general discussions. Chairman Szajda cautioned that any specific personnel discussions must be confined to executive session. He commented that general policy or approaches such as suggested by Jay Leary are appropriate for open session. Dan Alfred inquired specific example of what subjects were appropriate for executive session and open session. Chairman Szajda restated the guidelines consistent with the statutory guidelines under the open meeting statutes. Jay Leary commented that he had requested the Finance Committee begin discussion of compensation and benefits at this point. Chairman Szajda commented that the study proposed a number of recommendations that would cost the town money. These recommendations involved pay scales, benefits, sick leave, longevity and life insurance. He commented that one of the objectives of the study was to assess whether the town was over paying its employees as had been suggested. He commented that his assessment of the report established that the town was not over paying and that it was about on target with other local communities of similar size and demographics, possibly a little low. He inquired whether the Board of Selectmen's assessment was that the town should spend more money? Selectman Marsden commented that his intent was not to spend more, not now, but rather to simplify, streamline and organize the structure of the system. Chairman Szajda commented that during the earlier discussions it appeared that there were positions in town that were currently not in line with the position description in that they were performing duties beyond the position description. Chairman Marsden also commented that the plan need to include where the money is going to come by when changes are made for individuals within departments. Michelle Zeamer commented that she has been concerned about equity between town employees of different departments who perform similar jobs and responsibilities who are compensated differently. Jay Leary commented that such disparities between say the school department and town hall would be addressed by the review and standardization proposed by Chairman Marsden's comments. Chairman Szajda commented that any system that would include performance factors would be beneficial. Bill Dowd commented that maybe the group was starting the process in the middle as the Stone report put forth approximately 50 recommendations. He commented that summary list should be reviewed as a first step and would likely address all the issues currently being discussed. He commented that he had reviewed the study in detail and made such a list and that he would share with the group. He suggested that the joint review of those recommendations would be the best first step. He commented additionally, that the Stone report dealt with the positions rather than the people. Further discussion considered situations of employees who were performing responsibilities beyond their job classification and how that should be addressed and

compensated. Bill Dowd commented that he was not aware that the Finance Committee should be involved in the personnel issues as opposed to the Board of Selectmen.—He commented that rather, the Finance Committee was to hold the department head responsible for budgeting for any changes in classifications. Chairman Szajda commented that though the lines of responsibility and authority are separately defined, the group needs to work collectively to reach consensus. Kevin Conley commented that in private industry, the market defines the value of the service and how the local labor market defines the pay range. Jay Leary commented that the group needs to review and consider the report and engage cooperatively to avoid doing so separately. He commented that following Town Meeting and the workload leading up to that now is a good opportunity to begin the discussion with few time constraints and pressures. Chairman Szajda requested that Bill Dowd share the recommendations list he has compiled. The discussion of anything that could impact labor negotiations should be deferred to an executive session including the school committee. Charlie Kaslow inquired whether Bill Dowd's list will be shared with the School Committee. Chairman Szajda commented that yes it would be. Bill Dowd said he received the separate "teacher report" from the Finance Committee. Bill Dowd commented that he did not have the Police section of the report and inquired whether it had been received by the town. He was advised that it was still pending. Chairman Szajda noted that Bill Dowd's listing should be divided into two, first being recommendations applying to non-union represented employees and a second applying to union represented employees that may contain strategy to be used for upcoming negotiations. The second list will be discussed in executive session meeting. Bill Dowd commented that he would not include any recommendations relating to the Highway or Water department. Paul LeBeau commented that the School department report has not been released as a public document either. Chairman Szajda commented that his understanding was as the town funded the report that to some extent it is a public document. He inquired what would happen if a member of the public requested copy or section of these reports? Charlie Kaslow inquired that if the report was discussed in a public session that by default it would become a public document. Paul LeBeau stated if it was publicly discussed it would be public. Chairman Szajda inquired of Paul LeBeau that if a member of the public requested a copy of the School or Highway / Water report, would would he do? Paul LeBeau commented that he would decline to supply it. Chairman Szajda inquired if there was anything that the group needed to do to support that position which Paul LeBeau advised no. He went on to comment that he had received some feedback from the Schools that the School report had been provided to someone outside of the town government. Paul LeBeau requested that Bill Dowd's list of Stone report recommendations as they applied to the School and Highway / Water be kept separated and that they be conveyed under the heading of executive session materials. Bill Dowd thanked the Board of Selectmen for meeting with the Finance Committee to have the discussion on the path ahead.

Chairman Marsden made a motion to adjourn which was seconded by Kevin Conley and approved by unanimous vote at 9:15PM.

Chairman Szajda inquired of the Finance Committee members what dates the committee will meet in June. He commented that there would be a meeting on the 25th at 8PM to ensure the polls are closed for the special election. Michelle Zeamer commented that she might be late to

that meeting owing to her poll duties in reconciling of ballots. Chairman Szajda recommended that the next meeting be scheduled for June 11th and polled the committee in regard to their ability to support that date. He commented that next meeting will be scheduled for the 11th of June and it will be joint meeting with the Board of Selectmen and that the School Committee will also be invited.

Charlie Kaslow requested that committee members advise him of any periods / dates that they are not available for meetings so that they can be added to the calendar to support future scheduling of meetings.

Chairman Szajda commented that a letter had been received from the Community Preservation Committee (CPC) that there would be presentation on the Community Preservation Act at town hall on Monday, June 3rd at 7:30PM.

Charlie Kaslow made a motion that the committee adjourn. Motion was seconded by Dan Alfred and was approved by unanimous vote at 9:20PM.

Respectfully submitted,

Date Approved: June 11, 2013

Charles Kaslow, Clerk