

FINANCE COMMITTEE MINUTES
Yarmouth Town Hall, Room A
January 7, 2013

Present: Jack Moylan, Chair, Cathy Romboli, Vice Chair, Betty-Jane Burkhardt, Clerk, Joseph Goldstein, Edward Noto, Jessica Roberts and Dorothy Voelker

Absent: Phillip Morris

YARMOUTH TOWN CLERK

Administration: William Hinchey, Administrator, Peter Johnson-Staub, Assistant Town Administrator and Sue Milne, Director of Finance

Chairman Moylan called the meeting to order at 6:30 pm.

Minutes:

- On motion of Mrs. Voelker, seconded by Ms Romboli, the minutes of December 12, 2012, were unanimously approved.
- On motion of Ms. Romboli, seconded by Ms. Roberts, the minutes of December 18, 2012, were approved 4-0-3.
- On motion of Mr. Moylan, seconded by Ms Roberts, the minutes of January 2, 2013, were approved 3-0-4. (It was noted that a quorum was not present at this meeting.)

13 JAN 10 AM 9:18 REC

Budget Reviews:

- Ms. Burkhardt reviewed and answered any questions on the General Government section of the FY '14 proposed budgets. The votes are attached.
- Mrs. Voelker reviewed and answered any questions on the Municipal Finance section of the FY '14 proposed budgets. The votes are attached.

Town Administrator Update:

- (1) Salary Increases. Mr. Hinchey explained that there are two types of increases ... cost of living (COL) and step increases which are based on longevity. The step raises are negotiated and part of union contracts, and the number of steps vary with each contract. Once an employee is at the top of the step scale, he/she is no longer entitled to an increase other than a COL if available. The intention for FY'14 is not to grant a COL increase, and none has been reflected in the proposed budget. Steps will take place if the person is not at the top of the scale.
- (2) Debt. As debt is paid off, the intention is to reconsider in a warrant article. These new funds will be used to finance roads within the levy.
- (3) Warrant. The deadline for warrant articles has "come and gone". There are approximately 40-45 articles. He suggested that Fincom could vote recommendations on the fiscal articles at the January 28 meeting as the draft warrant will be available. There are 12-13 CPA articles and 7-8 zoning articles. There are also two petitioned articles, one is to rescind the Town Meeting vote for CPA funds for Forest Road housing.
- (4) School. Preliminary budgets for DY indicate there would be a request for additional funds above the 2 ½% the Town has allotted. This is still a work in progress and not the final figures.
- (5) Fincom Quorum. Discussions have been held regarding the inability to receive volunteers to serve on the Committee. At the present time the By-Law states 9 members, making a quorum 5 members. With fewer than 9 members, the quorum still remains 5. The suggestion has been made to reduce the number of members to 7 which would make the quorum 4 members. Mr. Hinchey advised that he has included a space on the warrant for such a change. A brief discussion followed and it was decided to continue with holding the space on the warrant with continuing discussion on the subject.

Conflict of Interest: Ms. Burkhardt reported that she had forwarded the e-mail from the Town Clerk regarding the Law requiring all municipal employees to complete the online training on the Conflict of Interest. This has to be completed by April 5, 2013.

School Committee Meeting: Chairman Moylan reported on the meeting with School officials. He explained that there was a presentation by each Principal indicating offerings and programs at each school.

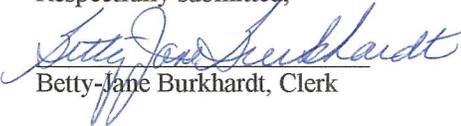
Next Meeting: A review of the January schedule resulted in the following schedule ...

January 9	Budget Reviews for Fire, Police and Emergency Preparedness
January 14	Budget Reviews for Public Works and Community Services
January 16	No Meeting
January 21	No Meeting – Holiday
January 23	Budget Reviews for Community Development and Municipal Inspections
January 28	Start Warrant Article Recommendations

A schedule for February will be drafted and distributed.

A motion to adjourn was made by Mrs. Voelker, seconded by Ms. Roberts and unanimously voted at 7:55 PM.

Respectfully submitted,


Betty-Jane Burkhardt, Clerk

FINANCE COMMITTEE RECOMMENDATIONS FOR ATM APRIL 1913

<u>Number</u>	<u>Item</u>	<u>\$ Amount</u>	<u>Motion</u>		<u>Y</u>	<u>N</u>	<u>A</u>	<u>Comment</u>
			<u>Maker</u>	<u>Second</u>				
General Government								
E-1	Moderator-Salary	480	BJB	DV	7	0	0	
E-2	Selectmen - Salary	14,400	BJB	DV	7	0	0	
E-2	Selectmen – Expense	6,850	BJB	DV	7	0	0	
GG-1	Town Adm – Salary	420,848	BJB	DV	7	0	0	
GG-2	TA – Wages	445,818	BJB	DV	7	0	0	
GG-3	TA – Expense	5,705	BJB	DV	7	0	0	
GG-4	TA – Employee Increment	25,000	BJB	DV	7	0	0	
GG-5	TA – Unemploy. Comp.	25,000	BJB	DV	7	0	0	
GG-6	TA – Energy	967,000	BJB	DV	7	0	0	
GG-7	TA – Legal	70,000	BJB	DV	7	0	0	
GG-8	TA – Bargaining Legal	20,000	BJB	DV	7	0	0	
GG-9	TA – Training	0	BJB	DV	7	0	0	
GG-10	TA – Telephone	100,000	BJB	DV	7	0	0	
GG-11	TA – O.S. Travel	0	BJB	DV	7	0	0	
GG-12	TA – General Insurance	715,060	BJB	DV	7	0	0	
GG-13	TA – Town Report	6,000	BJB	DV	7	0	0	
GG-14	Fincom – Wages	1,000	BJB	DV	7	0	0	
GG-15	Fincom – Expense	0	BJB	DV	7	0	0	
GG-16	Fincom – Reserve	100,000	BJB	DV	7	0	0	
GG-17	Central Purchasing	81,950	BJB	DV	7	0	0	
GG-18	Personnel – Wages	0	BJB	DV	7	0	0	
GG-19	Personnel – Expense	1,400	BJB	DV	7	0	0	
Municipal Finance								
MF-1	Town Acct – Wages	304,528	BJB	DV	7	0	0	
MF-2	Town Acct – Expense	36,794	BJB	DV	7	0	0	
MF-3	Assessors – Wages	229,615	BJB	DV	7	0	0	
MF-4	Assessors – Expense	102,589	BJB	DV	7	0	0	
MF-5	Treasurer – Wages	156,605	BJB	DV	7	0	0	
MF-6	Treasurer – Expense	55,523	BJB	DV	7	0	0	
MF-7	Treasurer – Medicare	307,000	BJB	DV	7	0	0	
MF-8	Treasurer – Health Ins.	2,285,574	BJB	DV	7	0	0	
MF-9	Treasurer – Vet Pension Reimb	0	BJB	DV	7	0	0	
MF-10	Collector – Wages	162,057	BJB	DV	7	0	0	
MF-11	Collector – Expense	29,861	BJB	DV	7	0	0	

All voted 1/7/13