

YARMOUTH FINANCE COMMITTEE
October 20, 2008
Conference Room A

Members Present: Chairman Patrick Foran, Vice Chairman Robert Kaiser, Clerk Carol Serafino, Betty-Jane Burkhardt, Randall Stiffler and Carlene Veara

Members Absent: John Henderson, Peter Slovak and Dorothy Voelker

Staff: Town Administrator Robert Lawton

Chairman Foran called the meeting to order at 6:35 p.m..

The minutes of the September 8, 17 and 29, 2008, meetings were unanimously approved; approval of the minutes of "The Summit" were postponed until the next meeting.

FY 2010 Budget Preparation

Chairman Foran turned the meeting over to Peter Johnson-Staub, Assistant Town Administrator, who introduced Sue Milne, Director of Finance and Ed Senteio, Financial Analyst. Mr. Johnson-Staub distributed a packet of draft budget forms for 2010. He explained that the forms were similar to those used last year. Two suggestions were made:

- ▶ For ease in locating information, it would be helpful if the budget forms and the warrant had the same numbering system.
- ▶ On the "Impacts of Override Budget" explanation change the last question to read "**What** functions or services in FY2010 will be improved compared to the Level Funded Budget.

Any additional changes to the forms must be submitted to Mr. Johnson-Staub by November 10.

Mr. Johnson-Staub reported that the Town is in the process of transferring the payroll from being outsourced to in-house without the need for additional staff. He explained that this new system will provide better data from which to work. The new payroll system should be live in January.

Mr. Kaiser left the meeting to attend the D-Y School Committee meeting.

Ms. Milne reviewed the in-kind services the Town provides for D-Y. Copies of the information will be distributed at a future meeting.

Regarding the suggestion to televise the Fincom meetings, Mr. Lawton explained that due to the number of meetings, and the existing schedule of other committees/boards being televised, it was decided that this would not be feasible. However, Mr. Lawton and Chairman Forman will coordinate possible TV coverage for Fincom meetings when we review Police, Fire and D-Y budgets. In addition, a more in-depth coverage of the budget will be made at the yearly public hearing.

Town Administrator Items:

Mr. Lawton reported on the following:

- ▶ The Governor's proposed budget cuts announced at an MMA meeting last week were reviewed.
- ▶ The Board of Selectmen will have a member present at all D-Y School bargaining sessions.

- ▶ The MMA will push for more local taxes (motel, meals, etc.).
- ▶ It is anticipated that in the next round of State budget cuts the Quinn bill allotment will be reduced.
- ▶ The Board of Selectmen has requested that business at all Town Meetings start at 7 p.m. in accordance with the warrant.
- ▶ The Town applied for and received \$83,000 from the “pot hole” funds. These funds must go to D-Y and they cannot be used to reduce the assessment. The Town must be sure that the \$340,000 plus the \$83,000 is accounted for and certified for FY 2010.
- ▶ The lists of mandated Town costs (about 70% of the budget) and the turnbacks at the end of the year will be provided to the Fincom.
- ▶ The Treasurer is constantly reviewing the status of the banks during this economy crisis and is transferring funds in order to get the best rate she can for the Town.

CPA

Mr. Lawton reported that the State match of our CPA tax receipts was about 80% and not the 100%. A discussion followed regarding the pros and cons of withdrawing from the CPA. Mr. Lawton explained that in accordance with the law, action cannot be taken until the ATM in 2010. The Fincom will review this item again next year at this time.

Committee/Liaison Reports

Personnel Board: Ms. Burkhardt recalled the Fincom's concern during the FY09 budget reviews regarding the Finance Technician's classification. She advised that the Personnel Board has reviewed and graded a revised position description, Financial Analyst, which has higher level technical and professional skills. Management's plan is to classify the position as a salaried management/professional position, working half-time, so that the rate of pay can be increased without requiring an increase to the budget.

On motion of Ms. Veara, seconded by Ms. Serafino, it was unanimously voted to adjourn at 8:15 p.m.

Respectfully Submitted,

Betty-Jane Burkhardt, Recorder

Carol Serafino, Clerk