

FINANCE COMMITTEE Meeting
TOWN OF ASHLAND
DRAFT MINUTES
June 21, 2016
Ashland Town Hall

Members Present:

Dan Conroy, Chair
Maribeth Morrissey, Vice Chair
Ryan Turncliff, Secretary
Jack Walsh
Scott Warnetski
Adam Elbirt

Also Present:

Michael Herbert, Town Manager
Britanny Iacaponi, Finance Director

The Finance Committee meeting was called to order at 6:58 PM by Dan Conroy.

Discussion of Public Comment period at Finance Committee Meetings

- The public comment period of future Finance Committee meetings will be brief (eg: 2-3 minutes per citizen) and will occur at the beginning of the meeting.
- Discussion will be limited to this period only
 - Additional public comment may be allowed by a motion of a member of the Finance Committee to the Chair when seconded by the Chair or another member of the committee
- This procedure is adopted from, and consistent with, the State Guide to Open Meeting Law:

"Under the Open Meeting Law, the public is permitted to attend meetings of public bodies but is excluded from an executive session that is called for a valid purpose listed in the law. While the public is permitted to attend an open meeting, an individual may not address the public body without permission of the chair. An individual may not disrupt a meeting of a public body, and at the request of the chair, all members of the public shall be silent. If, after clear warning, a person continues to be disruptive, the chair may order the person to leave the meeting. If the person does not leave, the chair may authorize a constable or other officer to remove the person. Although public participation is entirely within the chair's discretion, the Attorney General encourages public bodies to allow as much public participation as time permits.

Any member of the public may make an audio or video recording of an open session of a public meeting. A member of the public who wishes to record a meeting must first notify the chair and must comply with

reasonable requirements regarding audio or video equipment established by the chair so as not to interfere with the meeting. The chair is required to inform other attendees of any such recording at the beginning of the meeting. If someone arrives after the meeting has begun and wishes to record a meeting, that person should attempt to notify the chair prior to beginning recording, ideally in a manner that does not significantly disrupt the meeting in progress (such as passing a note for the chair to the board administrator or secretary). The chair should endeavor to acknowledge such attempts at notification and announce the fact of any recording to those in attendance.”

<http://www.mass.gov/aqo/government-resources/open-meeting-law/attorney-generals-open-meeting-law-guide.html#Public>

Report of the Town Manager and Town Finance Director

Town Bond Rating

- The outcome of the recent ratings call with S&P was that the Town of Ashland has been upgraded to **AAA**
 - The Town rating in 2014 was AA+
 - The Town rating in 2015 was AA+ Positive
- The further upgrade of the Town’s rating reflects a well managed community with a plan that is consistently followed while planning for the future.
 - Use of conservative revenue estimates was viewed positively
- The Town has a plan for OPEB which is rather mild in comparison to other Towns
- There approximately 40 towns in the Commonwealth with AAA rating
- Ratings are reviewed every 2 years or whenever there is a borrowing event

Reserve Account Transfer Request

- A transfer of funds from the Reserve Account (01132) in the amount of \$310,000 was reviewed (see attachment)
- After fund transfer, \$77,500 will be remaining in the Reserve Account
- Motion to approve: Ryan Turncliff
- Motion seconded by: Adam Elbirt
- Vote: 6-0 in favor

Report of the Chair

- Dan Conroy discussed the suggestion that Triboard meetings be televised with the Chairs of the School Committee (Laurie Tosti) and Board of Selectmen (Joe Magiani).
- The Chairs of all three committees are in agreement that Triboard meetings can be televised

Schedule for Upcoming Finance Committee Meetings

- It was suggested that we develop a schedule for future Finance Committee meetings by working backwards from the May 2017 Town Meeting to plan for budgetary hearings in early 2017

- The Chair will request written information in advance of the meeting in order to facilitate an efficient process of budget review

Other Business

- The Finance Committee should be invited to attend the Ashland auditors presentation to the Board of Selectmen
- Election of Finance Committee Officers
 - Chair – Dan Conroy
 - Motion made by Maribeth Morrissey
 - Motion seconded by Adam Elbirt
 - Vote: 5-0 in favor
 - Vice Chair – Maribeth Morrissey
 - Motion made by Ryan Turncliff
 - Motion seconded by Jack Walsh
 - Vote: 5-0 in favor
 - Secretary – Ryan Turncliff
 - Motion made by Dan Conroy
 - Motion seconded by Scott Warnetski
 - Vote: 5-0 in favor

Approval of Meeting Minutes

A motion to approve minutes from the April 12, 2016 meeting was made by Dan Conroy. The motion was seconded by Adam Elbirt. All were in favor (6-0)

Next meeting:

August 30, 2016; 6:30PM.

Adjournment.

The meeting was adjourned by Dan Conroy at 8:13 PM (Motion seconded by Adam Elbirt); all were in favor (6-0)

Memo

To: Finance Committee

From: Brittany Iacaponi, Finance Director/Town Accountant

Michael Herbert, Town Manager

Date: 6/21/2016

Re: Reserve Fund Transfer Request

Reserve Fund Transfer Request:

Please fund the following transfers from the Reserve Fund:

From:

<u>Dept.</u>	<u>Dept #</u>	<u>Amount</u>
Reserve Account	01132	\$310,000

To:

<u>Dept:</u>	<u>Dept #</u>	<u>Amount</u>
Snow & Ice	01423	\$230,000
Legal Counsel	01151	25,000
Town Accountant	01135	4,500
Telecommunications	01139	6,000
Planning	01175	18,500
Elections/TM	01162	5,000
Employee Health	01914	1,000
Fringes		
Highway	01422	<u>20,000</u>
Total		\$310,000

Reserve Fund Transfer Explanation:

Snow & Ice: The \$230,000 transfer is for the following items: Approximately \$16,000 in payroll OT, \$160,000 is snow plowing services, \$8,000 for auto parts/supplies, \$46,000 in salt.

Legal Counsel: The \$25,000 transfer is related to the legal services for the remaining fiscal year.

Town Accountant: The \$4,500 relates to the audit of the Health Agent time sheets.

Telecommunications: The \$6,000 transfer is to cover telephone expenses through June 30th.

Planning: The \$18,500 is for the Trolley Brook Culvert Hydrologic Analysis contract which is a Board of Selectmen priority. This analysis will allow the Town to understand the impact of the RTD Apartments project on the existing culvert system that conveys stream & stormwater runoff. The analysis will allow the Town to determine if the proposed increase in volume will mean an increase in frequency of flood along the culvert.

Elections: The \$5,000 to cover payroll for election works and police detail for Elections and Town Meeting

Employee Health Fringes: The \$1,000 transfer is to cover physicals, etc. of new hires.

For the above explanations, we respectfully request a reserve transfer in the amount of \$290,000 in total.