

Town of Charlton

Finance Committee Meeting Minutes

Wednesday, September 11, 2013 6:30 PM
Selectmen's Meeting Room, Town Hall

Present: Frank Morrill, Dana Murphy, Dennis Tully, Doug Stepien, Kristin Kustigian, Katie Jordan, Peter Cooper Sr, Dan Prouty

1. Meeting commenced at 6:30 PM.
2. Motion to approve minutes from both June 26 and July 23, 2013 meetings
 - i. Moved by Doug Stepien, 2nd by Frank Morrill/passes unanimously.
3. Fire Department Training Funding
 - i. Fire Department requests \$44,496.94 for training be included in the October Town Meeting warrant.
 - ii. Fire Department and Police Department training for the current year's budget total ~ \$28,000. This is a significant increase and we would need to hear justification from the Fire Department prior to making a decision.
4. Override Outcome
 - i. The September 9, 2013 \$800,000 override ballot question did not pass. 1810 citizens voted: 764 YES/1046 NO.
 - ii. There are numerous revenue estimates at this time: new growth, meals tax receipts, certified free cash, and water betterments. We anticipate actual amounts for some of these sources will be available in the near future.
5. Library Air Conditioner Noise Problem
 - i. Epsilon has been hired by the library to study the issue for ~ \$6K. This company determined the library needs to erect an 8-10' stone sound barrier with damping drape. The library will need to pay an additional \$500 for the RFP from Epsilon.
6. Police Detail Audit
 - i. We reviewed the preliminary audit report. The police department billing software does not adequately track payment status information or generate useful reports. Finance Committee would like to know the name of this

software, the vendor, and the all associated costs. Has anyone contacted the vendor and requested fixes for the known defects in the software pertaining to payment tracking and reporting?

- ii. Debt has accumulated since 2005 in the form of unpaid police details. We think it would be prudent to have a policy going forward that directs any town department incurring a particular level of new debt (ex. \$15,000 or more) to immediately involve the Finance Committee. We would like to see all delinquent paid detail accounts recovered as quickly as possible.
- iii. Robin has suggested to Frank that a team comprised of Board of Selectmen, Finance Committee, and the Police Chief work together to resolve and manage this issue. Joan is currently overseeing the police details to ensure no more losses are incurred.
- iv. We are awaiting the final audit report prior to making our recommendations.

7. Motion to Adjourn at 7:30 PM

- i. Motion Doug Stepien, 2nd Peter Cooper Sr / passes unanimously