

# Town of Charlton

## Finance Committee Meeting Minutes

### Selectman's Meeting Room

June 29, 2016

Meeting came to order at 6:30PM

In Attendance: Jerry Doble - Chairman, Peter Cooper – Vice Chairman, Doug Stepien, Dan Prouty, Hank Camosse and Maura O' Connor

1. Motion by Peter Cooper to accept meeting minutes from the June 1, 2016 meeting. Motion 2<sup>nd</sup> by Jerry Doble
2. Transfers – Transfer requests have been approved by the Select Board, as was recommended by Robin Craver, Town Administrator.
3. Chief Cloutier – Chief Cloutier is requesting \$46, 458 to cover for two Fire Personnel who are currently out; one on disability and the other on FMLA for the birth of a child. In mid-May the Chief started to notice that he would need a transfer, this is also due to large event that took place in Charlton that required extra staffing. Jerry Doble noted that he would prefer to have a request for smaller amounts more often than being hit with a large amount like the \$46,000. That large of a requested amount also bothers Peter Cooper. Committee requested to have a breakdown of the amount requested. Thank you to Chief Cloutier for coming before the Finance Committee.
4. Sewer – Issues with the billing has been found. It appears that the database had become corrupt and was not detected until recently. A deficit in user fees and only 2 quarters have been collected. In the June 2<sup>nd</sup> bill, stuffers have been sent to the effected customers and will include 3<sup>rd</sup> and 4<sup>th</sup> quarter bills. Also, new personnel will be coming on board. Currently, the Sewer Commission is estimated to be behind approximately \$250,000 to \$300,000. Much of that may not be collected within this fiscal year, however in fiscal year 2017 will have 5 quarters as revenue to make up for Fiscal Year 2016.

The billing is very complicated, it is based on water usage 3 different ways: people with well water, no meter based on how many bedrooms or "X" cubic feet or flat rate and customers of Southbridge who read the meters and send spreadsheets to Charlton to be manually transferred into another database.

Right now the focus is to get an accurate amount going forward and past bills are not the first priority. Incorrect bills have been going out for years. This issue affects approximately 600 Charlton residents.

5. Motion to accept transfers as written by Doug Stepien with a 2<sup>nd</sup> by Hank Camosse. All in favor – unanimous decision to accept.

6. A recent Government study – a high goal from the white paper is for the town to have an HR person. Robin will want to talk further especially about whether this HR person will be either full time, part time or split. She will also talk about an Organizational Chart. HR person will be responsible for providing training, case management and looking at employees who are out of work and monitoring them. Charlton has needs and perhaps another dept. head can take on this hat as well?
7. The Fire Building Committee that is currently dormant, the Select Board would like to pull the committee back together now that the Highway Dept. Building is completed.

There is an \$85,000 grant for feasibility study for a Regional Dispatch. Police and Fire need the front desk person, could have a building side by side with a "gate keeper."

8. Motion to adjourn by Doug Stepien with 2<sup>nd</sup> by Hank Camosse. All in favor

Meeting adjourned at 7:15pm