

Minutes to March 1, 2017 Finance Committee Meeting

6:32 – Meeting called to order by Chairman Doble

Present: Jerry Doble (Chair), Henry Camosse, Doug Stepien, Maura O'Connor -
Robin Craver – Town Administrator

Motion #1: Henry Camosse motioned to accept the minutes from the December 7, 2016 meeting – 2nd by Doug Stepien – Motion passed unanimously

Motion #2: Henry Camosse motioned to accept the minutes from October 13, 2016 meeting prior to Town Meeting – 2nd by Dough Stepien - Motion passed unanimously

Motion #3: Henry Camosse motioned to accept the minutes from October 18, 2016 meeting prior to Town Meeting – 2nd by Dough Stepien - Motion passed unanimously

Chief Cloutier came before committee and requested three separate transfer requests for various repairs made to ambulances and tanker. The Chief had mentioned back in January that he would be requesting approximately \$4000 for repairs to one of the ambulances, and since then, two other maintenance issues were needed – one for approximately \$8000 and another for approximately \$2000 – for a total in repairs of \$15000 +/- . The Chief is hopeful that he will be within his FY 2017 line item budget for repairs and maintenance but did mention that although we are at the 60% mark YTD, he is at 73% of this line item so has given us notice that he may be over budget for FY 17. Robin recommended that we approve the advisory.

Motion #4 – Doug Stepien motioned to accept the advisory as presented and recommended – 2nd by Henry Camosse – Motion passed unanimously

The Chief also gave us an update regarding the delivery of the new ambulance scheduled to be ready for service on May 1st, 2017. He did mention that ambulance #1 has exceeded its expected useful life and will probably be traded-in. The question was also posed to the Chief regarding the savings of overtime after the recent new hires, and he submitted to the committee a spreadsheet (after the meeting adjourned) and it appears that he had three weeks of 0 unfilled hours due to short staff. This is very encouraging and valuable for the Town of Charlton from both safety & budget perspectives.

Discussion: We had a lengthy discussion with Robin regarding some vacancies of key town positions. There has been quite a bit of upheaval in the finance department and Robin reported to the committee that the Town Accountant has given his resignation and will be working out a two week notice. Robin requested that she would like to see a “Finance Director” hired to replace the Town Accountant position and she is still without a Treasurer/Collector as well as jockeying present people around to fill these voids in the interim until she can get qualified people with municipal experience hired to fill these positions. With the new Treasurer/Collector position, it is Robin’s opinion that a Finance Director will have the experience to oversee all finance related positions – freeing some time for Robin to better serve the Town. Robin also reported that the new HR Director will start on March 15th, and again, this person will hopefully take some of the burden off of Robin and the already, disrupted staff members involved. Robin did say that she is considering alternative options from just hiring a person to fill the

Finance Director position, maybe looking at sub-contracting (so to speak) with an outside accounting firm – but she will be assessing several options over the next few months. She has interviews set up next week with three possible candidates for the Treasurer/Collector position.

Robin did remind the committee that the Government Study recommended hiring a Finance Director and that the approved salary is up to \$115,000. She then contacted the Board of Selectmen and they were supportive. Robin said she would be advertising for the position as soon as she formulates a complete job description with required qualifications which will be a priority. Robin requested a reserve fund transfer for \$20,000 to increase the salary to be offered for the new “Finance Director” position.

Motion #5 – Doug Stepien motioned to grant Robin the \$20,000 increase for salary range to hire a new Finance Director – 2nd by Henry Camosse. - Motion passed unanimously

Also on our agenda was to review the FY 2018 budget which Robin submitted but due to the above referenced items and several other issues that Robin is addressing, it is very preliminary so we did not spend a lot of time discussing the numbers presented.

Robin updated the committee with some discussions she has had on having a public safety building built and where some of the possible locations are being considered.

Finally we discussed the need of recruiting some new members to join our committee and the need to have an alternate member for back-up to ensure we have a quorum.

The next scheduled meeting is March 15th, 2017 at 6:30

Motion to adjourn the meeting at 8:00 – 2nd by Henry Camosse.

Voted 3.15.17 By:  
 