

Town of Charlton
Finance Committee Minutes
Select Board Meeting Room
Date: July 31, 2019 Meeting came to order at 7:00pm
Minutes taken by: Ashley Ingram, Clerk

Attendees: Hank Camosse- Chairman, John Grondalski, Jason Julian, Keith Johnson **Absent:** Joe Spiewak- Vice Chairman, Carol Brodeur, Maura O'Connor, Cory Hanson

Guests: Donna Foglio- Town Finance Director

1. Calling Meeting to Order

- a. Hank Camosse Called Meeting to order at 7:00 pm Wednesday July 31, 2019

2. Introduce new secretary

- a. Ashley Ingram, Assistant Town Accountant

3. New Business- Approval of Minutes from July 11, 2019

- a. Jason Julian made a motion to accept Finance Committee meeting minutes from July 11, 2019, Keith Johnson second. All in favor, minutes accepted

4. Transfer of Funds Requests

- a. Police Department requesting \$10,000 Transfer for an Assessment Center for hiring a new Sargent. Lt. Daniel Dowd explains Civil Service Process. He stated that we have the option to charge \$250.00 per patrol officer, per Civil Service; he believes the Board of Selectmen will have to decide if we want to do charge this. Lt. Dowd states only Patrolmen who currently work in the town of Charlton may apply for the assessment to become Sergeants.

- i. Motion to approve \$10,000 Finance Committee Reserve Fund Transfer to Contract obligations- Motion Made by Keith Johnson, second by Jason Julian. All in Favor, motion is approved

- b. The Board of Selectmen requesting \$15,000 for Town Administrator search firm for hiring a new Town Administrator. Donna Foglio stated there are two search firms that sent in proposals, which The Board of Selectmen would like to interview next week. The price proposals range ~~in price~~ from \$8,400 to \$10,000, but the Board was asking for \$15,000 in case they had any incidental costs associated with hiring.

- i. Motion to approve \$15,000 Finance Committee Reserve Fund Transfer to Contract obligations- Motion Made by John Grondalski, second by Jason Julian. All in Favor, motion is approved

ii.

5. Discussion of Policies and Procedures

- a. Hank Camosse asks about procedures for Finance Committee Transfer. He is asking to see transfer forms before meeting to send with agenda to the

members of the committee. Also asking other questions about the process to be sure that the Finance Committee has full control over their Reserve fund. He requested that all transfer requests be submitted through the Finance Committee. Donna explains the process from the time the departments sign to it coming to the Finance Committee. She stated she would ask if the form could change per Hanks suggestion of having the Finance Committee approve or disapprove and the Town Administrator or Finance director have the ability to support or not support. Donna also suggested the Finance Committee to have a workshop with the Board of Selectmen to review the form so all parties are together to work out the process and also other policies.

Hank stated, before we did transfers we had \$97,000 in the reserve account, less Police Department Assessment Center \$10,000 leaves us with \$87,000.00 Then less the Town Administrator search firm \$15,000, we have \$72,000 left until October Town Meeting. He is suggesting we ask for more money at Town Meeting in October for any incidentals/ extraordinary expenses before June 30, 2020, they ask for more than the \$125,000.

Jason is asking if form is revision controlled and whose authority is it allowed to be changed? Donna stated the form came from Town Administrator office, but she added balance on form so the Committee knew what their current balance was before approving the transfer. Both Hank and Jason were concerned with the revision process and Hank suggested that the Finance Committee meet with the Board of Selectmen to work out a process.

Hank is requesting a transfer number on the forms suggesting that we use the date with 01, 02 etc. Donna suggesting making a form with Carbon copies to give copies to necessary departments.

6. Policies and Procedures for Posting Meeting Minutes

- a. Ashley Ingram explains the process for the new website to be sure that all documents are in ADA compliance. Add a line with each member's name under the line so when a member signs the ADA software will read the signature. Hank states that Sherri used to send the minutes to Hank and Joe to make corrections and approve. Then once approved she would convert it to a PDF to distribute to the rest of the Committee. Ashley states that she can also follow this process. Then once the minutes are approved at the following meeting and signed, she can use the Adobe Pro software to convert the signed document to upload to the website. John is asking about making changes to minutes after they are in PDF during the meeting how would they be able to sign the updated minutes. If any changes are made after the PDF version is given to the committee, Ashley can bring two copies to the meeting for the committee to vote on and sign the

voted on minutes. We can go back to discuss this later if this method does not work.

7. Unknown Items

- a. Donna asking about Finance Committee website if we want to add items to the finance committee page or point to the Accounting Department page. Hank stating all Finance Committee items should be on the Finance Committee website. All documents the committee wants on the site will be sent to Ashley to add. John asked if we wanted to if, we wanted to add transfer numbers to Finance Reserve Transfer forms. Hank assigned 1907-01 to the Police Assessment Transfer request and 1907-02 for the Town Administrator Search Firm Transfer request. Jason asking if the town has any electronic document file storage on the town server. Instead of emailing attachments, you can go look there and we can restrict who can edit any documents in that folder. Donna stating, she is not aware we have the capabilities for this as we have issues in house sharing documents. Hank stating, he updates the Dropbox to add documents. Hank also stated that they recommend a shared file on the server. Jason stating concerns about staffing issues and technology issues.


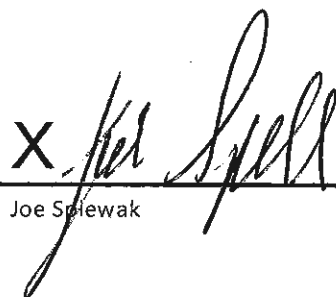
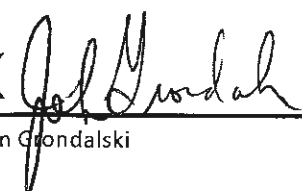

8. Next meeting August 21, 2019, 6:30 pm, Board Of Selectmen's Meeting Room

- a. Hank asking for updated 5-year capital plan document for next meeting.

9. Motion to adjourn Jason, 2nd by Keith all in favor meeting closed at 7:40 pm.

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Voted:

<p>X  Hank Camosse</p>	<p>X  Joe Spiewak</p>
<p>X  John Grondalski</p>	<p>X  Jason Julian</p>

X

Keith Johnson



X

Carol Brodeur



X

Mara O'Connor

X

Cory Hanson

