



Town of Hanson

Finance Committee

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RECEIVED
TOWN CLERK
HANSON, MA
2015 JUN 24 8:17
M: MW, (2nd) JP V: 5-0

Meeting Opened: 7:01 PM
Adjourned: 8:25 PM

Minutes of: May

	Barbara Arena <i>Chair</i>	Steve McKinnon <i>Vice Chair</i>	Joe Pelligra	OPEN	Michael Wojdag	Teresa Fettig	Michael Dugan
Present	✓	✓	✓		✓	A	✓
Exp	6/30/15	6/30/16	6/30/15	6/30/16	6/30/16	6/30/15	6/30/2017
Time							

Also Present: Bob Brown, Highway Surveyor
Kim Nourse (Potential New Committee Member)

Ms. Arena noted that the approved minutes for 3/24, 3/31, 4/14, 4/15 and 4/23 are revised because the Library RFT required amendment as the 3/24 RFT approval from the Library was incorrectly noted as "window repairs" vs. "remove snow from roof."

Revisions to minutes made in red. Motion to Approve amended minutes by JP, 2nd by SM, Vote: 5-0

Mr. Brown was present to discuss 2 line transfer requests as follows:

From: HIGHWAY – FUEL **To: HWY-STREET SWEEPING**
04-424-5200-5220 01-420-5291-5533
Amount: \$5,100 **Balance Remaining: \$11.25**
Available: \$76,172.98 **(expenditure report shows \$6,721.25)**

Reason:

Mr. Brown stated street sweeping has only been partially completed with funds available. The \$5,100 requested represents the maximum available from the Highway Fuel line (3% of \$170,000) and will only cover approx. 4 days of street sweeping until July 1. Mr. Brown also mentioned that he has been hiring two sweepers to work with one town truck (to pick up sand) and it will cut the time to complete.

Motion to Approve \$5,100 to HWY Street Sweeping from Town Wide Fuel with amended purpose from "to complete" to "to supplement" street sweeping for the remainder of the year by SM, 2nd by JP, Vote: 5-0

Mr. Brown indicated there has been more sand utilized due to excessive winter conditions and shortage of salt. He did indicate the town may be receiving approximately \$8,000 from our provider to rebate for sending our own truck/contractor to pick up material. This was the first year Homeland Security has allowed individual towns to pick up their own material, though only allowed one pre-approved driver and vehicle. Tight security is maintained, including licensing and the town trucks were authorized to enter the secured premises for 3 loads a day, 5 days a week. These will go to the general fund, though Mr. Brown also noted that damages occurred while removing snow, in particular, fences on residential properties may not be covered by homeowner's insurance and the town administrator is considering compensating homeowners. Estimates are being gathered and will be submitted to the town. This has never been done.

2015 Opening Reserve Fund Balance:	\$86,187
8/12 Town Hall Phone System:	(\$15,000)
1/6/15 Approvals:	
BOH - VNA Services	(\$2,000)
HWY - Equipment Repair	(\$3,500)
HWY - Overtime	(\$4,000)
Tree Warden - Tree Removal	(\$6,500)
2/24/15 Balance:	\$55,187
3/24/15 Approvals:	
BOH – VNA Services	(\$1,168)
Library – Remove snow from roof	(\$5,500)
Highway – Repair	(\$6,733)
Highway – Traffic Light	(\$2,724)
Highway – Meals	(\$3,313)
3/24/15 Balance:	\$35,749
3/31/15 Approvals:	
BOH – Contracted Services	(\$3,500)
3/31/15 Balance:	\$32,249
4/7/15 Approvals:	
Veterans' Services	(\$8,875)
	\$23,374

From: HWY - EQUIPMENT REPAIRS & MAINT
01-420-5200-5435
Amount: \$2,500
Available: \$8,976.30

To: HWY STAFF - ADDL GROSS OT
01-420-5110-5130
Balance Available: \$1,578.77

Reason:

Mr. Brown's best guesstimate to fund overtime through remainder of fiscal year. Most overtime is incurred to cover emergency situations and cannot be controlled.

A discussion followed regarding the use of equipment repair monies in light of tires needed for the loader to pass inspection. Mr. Brown stated that the tires are expensive to replace, approximately \$9K, and the inspection sticker is due in June. Mr. Brown is hopeful that the loader will pass inspection and he will be able to utilize it through October. Mr. Wojdag suggested that consideration of renting/contracting a loader to cover until it can be determined if funding is available to replace the loader is available in October. Mr. Brown reported the estimated trade in value of the loader as is at \$45,000 (replacing the tires is not expected to add value).

Motion to Approve \$2,500 to HWY Staff Gross OT from Equipment Repairs with amended purpose from "to cover" to "to supplement" overtime deficit and to finish out the end of the year by SM, 2nd by JP, Vote: 5-0

Ms. Arena presented line item transfer received from town clerk as follows:

From: REGISTRATIONS - CLERICAL SUPPORT
01-163-5100-5114
Amount: \$850
Available: \$2,788.85

To: ELECTIONS - EXPENSES
01-162-5200-5780
Balance Available: \$513.49

Reason:

Cover unanticipated expenses associated with the December special election.

Motion to Approve \$850 to Town Clerk Election Expenses from Registrars Salaries to pay for Town election (coding and ballots and meals for workers) by SM, 2nd by JP, Vote: 5-0

It was noted by Ms. Arena for newer members that all department line item transfer requests shall be no more than 3% or \$5,000, whichever is greater and should be submitted to the Finance Committee for review and approval no later than July 15, 2015.

Review/Discussion of Budget and Free Cash Impact based upon Town Meeting Changes ~

Ms. Arena shared final Omnibus budget for FY2016 based upon amendments made on town meeting floor on May 4. Final budget reflects a surplus of \$46,379 and free cash of \$7,456.

Review/Discussion of April 30, 2015 Financial Reports ~

Members received copies of the 4/30 financial reports received from Town Accountant. Committee continues to note actual revenue far below projected amounts for Recreation, though offset by reduced expenses.

Reorganization of the Committee (Chair, Vice Chair, and Clerk) ~

Ms. Arena expressed desire to consider reorganization of the committee as her appointment expires 6/30 and she does not intend to request consideration of reappointment. Ms. Fettig's appointment is also expiring and she has not indicated if she will be requesting consideration for reappointment. Other members were polled regarding their intentions: SMcKinnon will remain; MDugan will remain; MWojdag will remain until he is not needed; JPelligra indicated he would consider 1 year extension. Ms. Nourse had indicated she will submit her appointment paperwork to Sean Kealy, Moderator, for consideration. Committee to defer reorganizing until members are firmed up.

Minutes of 4/7/15 Reviewed, Motion to Approve as Written by MW, 2nd by JP, Vote: 5-0

Minutes of 4/21/15 Reviewed, Motion to Approve as Written by MW, 2nd by SM, Vote: 4-0-1 (JP abstained)

Minutes of 4/28/15 Reviewed, Motion to Approve as Written by SM, 2nd by JP, Vote: 4-0-1 (MW abstained)

Future Meeting Dates: 6/23/15, 6/30/15 (tentative)

Adjourned: 8:25 pm - Motion to Adjourn by MW, 2nd by JP, Vote: 5-0

TOWN OF HANSON
LINE ITEM TRANSFER REQUEST IN ACCORDANCE WITH M.G.L. C.44 Sec 33B

DEPARTMENT: TOWN CLERK DATE: MAY 11, 2015

DEFICIT BUDGET LINE ELECTION EXPENSES 1-162-5200-5780

AMOUNT OF DEFICIT \$850.00

AMOUNT OF REQUEST \$850.00

AVAILABLE BUDGET LINE REGISTRARS SALARIES 01-163-5100-5114

TYPE OF EXPENSE: SALARY & WAGES

EXPENSE

PURPOSE OF TRANSFER: TO PAY FOR TOWN ELECTION (CODING & BALLOTS) (FOOD FOR WORKERS)
HAD SPECIAL ELECTION NOT BUDGETED FOR IN DECEMBER


Signature

TOWN ADMINISTRATOR RECOMMENDATION

☒ APPROVED

☐ DENIED

COMMENTS: _____


Signature

FINANCE COMMITTEE ACTION

DATE OF ACTION 5/19/15

AMOUNT OF TRANSFER \$850.00

FROM BUDGET LINE 01-163-5100-5114

TO BUDGET LINE 01-162-5200-5780

EXPLANATION Approved


CHAIRMAN, FINANCE COMMITTEE

Original to
Copy to

Town Accountant
Requesting Dept.
Finance Comm.
Town Administrator

TOWN OF HANSON
TRANSFER REQUEST UNDER M.G.L. C.44 Sec 33B

DEPARTMENT: Highway DATE 14-May-15

DEFICIT BUDGET LINE HWY Staff Gross O T 01-420-5110-5130
Account Name *Account Number*

AMOUNT OF DEFICIT \$1,578.77 AMOUNT OF REQUEST 2,500.00

SOURCE BUDGET LINE Equipment Repairs 01-420-5200-5432
Account Name *Account Number*

REQUEST FOR TRANSFER IN ACCORDANCE WITH M.G.L. C.44 Sec. 33B

TYPE OF EXPENSE: SALARY & WAGES X EXPENSE

PURPOSE OF TRANSFER: To cover overtime deficit & to finish out the end of the year


DEPARTMENT HEAD SIGNATURE

TOWN ADMINISTRATOR ACTION

DATE: 5/14/15

APPROVE

DENY


TOWN ADMINISTRATOR SIGNATURE

FINANCE COMMITTEE ACTION

DATE OF ACTION 5/14/15 APPROVE DENY

AMOUNT OF TRANSFER 17,500.00

SOURCE BUDGET LINE 01-420-5200-5432

DEFICIT BUDGET LINE 01-420-5110-5130

COMMENT supplemental based on 1/5/15 - emergency overtime


CHAIRMAN, FINANCE COMMITTEE

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Finance Comm.
Town Administrator

TOWN OF HANSON
TRANSFER REQUEST UNDER M.G.L. C.44 Sec 33B

DEPARTMENT: Highway DATE 14-May-15

DEFICIT BUDGET LINE Street Sweeping 01-420-5291-5533
Account Name Account Number

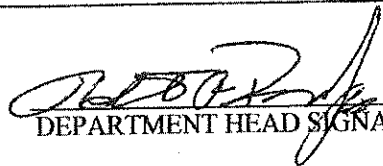
AMOUNT OF DEFICIT \$11.75 AMOUNT OF REQUEST 5,100.00

SOURCE BUDGET LINE Town Wide Fuel 01-424-5200-5220
Account Name Account Number

REQUEST FOR TRANSFER IN ACCORDANCE WITH M.G.L. C.44 Sec. 33B

TYPE OF EXPENSE: SALARY & WAGES EXPENSE ☒ X

PURPOSE OF TRANSFER: supplement
To complete street sweeping for the remainder of the year


DEPARTMENT HEAD SIGNATURE

TOWN ADMINISTRATOR ACTION

DATE: 5/14/15

☒ APPROVE

☐ DENY


TOWN ADMINISTRATOR SIGNATURE

FINANCE COMMITTEE ACTION

DATE OF ACTION 5/19/15

☒ APPROVE

☐ DENY

AMOUNT OF TRANSFER \$5,100.00

SOURCE BUDGET LINE 01-424-5200-5220 Townwide Fuel

DEFICIT BUDGET LINE 01-424-5291-5533 Street Sweeping

COMMENT Maximum available to be transferred
from townwide fuel for FY 2015 (3% of dept.
budget)


CHAIRMAN, FINANCE COMMITTEE

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