



Town of Mashpee

*16 Great Neck Road N.
Mashpee, Massachusetts 02649*

FINANCE COMMITTEE – PUBLIC SESSION
Mashpee Town Hall – Waquoit Bay Meeting Room 1
Thursday, August 11, 2016 – 6:30 PM

CALL TO ORDER

PUBLIC COMMENT

APPROVAL OF MINUTES

- July 21, 2016

COMMUNICATIONS & CORRESPONDENCE

OLD BUSINESS

NEW BUSINESS

- Reorganization
- Liaison Assignments
- End of Year Reports/Turn-backs by Department
- Five Year Budget Outlook
- Reports to be determined for FY17
- Review of October Town Meeting Warrant

LIAISON REPORTS

ADDITIONAL TOPICS

- Finance Committee Resignation
- Recommendation to Town Moderator for Finance Committee Appointment

UPCOMING FINANCE COMMITTEE MEETINGS

- August 25, 2016
- September 15, 2016
- September 22, 2016

ADJOURNMENT

Finance Committee
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Present: Chris Avis, David DelPonte, Oskar Klenert,
Jeffrey Pettengill, Ryan Sylvester

Absent: Mike Richardson

Attendees: Town Manager Rodney C. Collins
Assistant Town Manager Wayne E. Taylor

Meeting Called to Order by Chairman Avis at 6:30 p.m.
Mashpee Town Hall, Waquoit Meeting Room

PUBLIC COMMENT

The Finance Committee acknowledged the committee's newly appointed member Sylvester Ryan.

MINUTES

Thursday, July 21, 2016:

Motion made by Mr. DelPonte to approve the minutes of Thursday, July 21, 2016 as presented.

Motion seconded by Mr. Klenert.

VOTE: Unanimous. 4-0-1.

Roll Call Vote:

Mr. Avis, yes	Mr. DelPonte, yes	Mr. Klenert, yes
Mr. Pettengill, yes	Mr. Ryan, abstained	Opposed, none

ADDITIONAL TOPICS

Finance Committee Resignation:

It was announced the Finance Committee received a letter of resignation from Terrie Cook withdrawing from the Finance Committee effective August 9, 2016.

With regrets, the Finance Committee and Town Manager expressed appreciation to Mrs. Cook for her dedicated service to the Town of Mashpee. Over the years Mrs. Cook has served as a member of the School Committee, the Board of Selectmen, and Finance Committee. Mrs. Cook received high regards for her service which also included time and assistance as a member of the Capital Improvement Program (CIP) Committee.

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ADDITIONAL TOPICS

Recommendation for Appointment to Finance Committee:

With the resignation of Terrie Cook, the Town Clerk has informed the Finance Committee that it is not necessary to advertise the vacancy if the Finance Committee elects to recommend a previous candidate interviewed this past June for appointment. In addition to Mr. Ryan, the candidates under consideration are Andrew McKelvey and John Durant.

Under the mandates of the Town Charter, the Finance Committee makes recommendations to the Town Moderator for appointment. After a brief review of the candidates considered for the open position, the Finance Committee took the following action.

Motion made by Mr. DelPonte to nominate Andrew McKelvey to the Town Moderator for appointment to the Finance Committee.

Motion seconded by Mr. Klenert.

VOTE: Unanimous. 4-0-1.

Roll Call Vote:

Mr. Avis, abstained
Mr. Pettengill, yes

Mr. DelPonte, yes
Mr. Ryan, yes

Mr. Klenert, yes
Opposed, none

NEW BUSINESS

Reorganization:

The Finance Committee agreed to defer Reorganization until there is a full voting quorum.

Liaison Assignments:

With the resignation of two members the following Liaison Assignments are deemed vacant; CIP, Recreation, Schools and Waterways.

Sylvester Ryan will serve as liaison to the Accounting and Assessing Departments.
 With a full quorum this matter will be further considered.

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End of Year Reports/Turn-backs by Department:
Review of October Town Meeting Warrant:

Rodney C. Collins, Town Manager and Wayne E. Taylor, Assistant Town Manager was in attendance to review the end of year close-out reports with members of the Finance Committee. The total end of year close-out of June 30, 2016 is \$2,058,999.01.

Regarding the End of Year Close out Report, it was requested the financial compilation include the original budget figures with the turn-backs for additional review.

Appreciation was given to the School Committee for the return of \$502,193.98. The sum of \$500,000 is earmarked and would be certified as free cash to assist with the projected \$1.7 million Quashnet School window and door replacement project. Through the Accelerated Repair program, the Massachusetts School Building Authority (MSBA) is anticipated to reimburse the Town approximately 38% or \$700,000 in grant funding. With the school contribution, the amount of \$500,000 is projected to be bonded over a twenty year period.

Rodney C. Collins, Town Manager indicated the grant program requires the Town to appropriate the project in full. The October warrant is reflective of the full cost for this project. If the Town is approved for funding, construction would begin in the summer of 2017 when school is out of session. It was noted the windows are in dire need of replacement and a cost savings would be realized with energy-efficient windows and doors.

At the last meeting, the Board of Selectmen indicated that a proposed sign bylaw may be considered for the warrant. This would be reflected as a new article in the second draft. There is also an article recommended by the Capital Improvement Program (CIP) Committee to fund the replacement of medical and fire reporting software/hardware. The current fire software has been discontinued and the current medical software is being replacement by the vendor. A new system would combine medical and fire reporting and provide medical billing functions. The \$83,000 project includes training and would be fully funded through the Ambulance Receipts Reserved Fund for Appropriation Account. Additional articles include projects submitted by the CPC and Waterways Commission as well as the Board of Selectmen, Planning Department and Environmental Oversight Committee.

The Board of Selectmen is expected to finalize the warrant at their meeting of August 22, 2016. The Finance Committee agreed to review and finalize the October warrant at their meeting of August 25, 2016. Any questions regarding the warrant should be directed to the Town Manager.

It was agreed the final draft of the warrant would be transmitted to the Finance Committee electronically and in hard copy format.

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NEW BUSINESS

Five Year Budget Outlook:

The five-year budget outlook is forthcoming. Preliminary figures are currently under review and would first be considered by the Board of Selectmen before the document is disseminated.

Reports to be determined for FY17:

End of Year Closeout – Original Budget figures to include turn-backs.
No other reports to be determined.

LIAISON REPORTS

CIP: Terrie Cook remitted a report regarding the Quashnet School window and door replacement program, and Fire Department medical and fire reporting upgrade previously identified in the minutes. It was noted the CIP vote was unanimous to approve the Fire Department submission to be funded through ambulance receipts.

IT: It was agreed the Finance Committee Chair would request an update from the Information Technology Director regarding the Town's computer system as it relates to redundancy, security, backup and recovery.

UPCOMING FINANCE COMMITTEE MEETING

- August 25, 2016
Agenda Items: Approval of October Warrant in preparation for FC Report

ADJOURNMENT

Motion made by Mr. Klenert to adjourn at 7:33 p.m.

Motion seconded by Mr. DelPonte.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Mr. Avis, yes	Mr. DelPonte, yes	Mr. Klenert, yes
Mr. Pettengill, yes	Mr. Ryan, yes	Opposed, none

Respectfully submitted,

Kathleen M. Soares
Finance Committee Secretary