June 24th, 2019 Minutes

Finance Committee Meeting

**Present:** Ira Miller, Charles Goodman, Edward Phillips, William Brack, Ann Keitner, Daniel Lewenberg, Hanna Switlekowski, Gordon Gladstone, Anja Bernier, Anil Ramoju

**Absent:** Patricia-Lee Achorn and Arnold Cohen

# Reserve Fund Transfer Requests

Krishan Gupta, Finance Director, presented the first reserve fund transfer request.

* Retirement after thirty years with $20,000 accrued of vacation and sick time.
* $4,600.00 was not covered in the budget.
* He retired on January 4th, 2019.

**MOTION:** By Edward Philips **SECONDED:** by William Brack to approve the reserve fund transfer request of $4,600.00 for Assessors retirement **VOTED:** 10-0-0.

Krishan Gupta, Finance Director, presented the second reserve fund transfer request.

* An emergency repair was needed for the 2010 fire engine.
* The request totals $15,830.77.
* They do not have any budget for emergency repairs.

The Finance Committee requested historical data regarding emergencies and repairs to better track trends.

**MOTION:** by Edward Philips **SECONDED:** by William Brack to approve the reserve fund transfer request of $15,830.77 for Fire engine repairs **VOTED** 10-0-0.

Eric Hooper, Superintendent of Public Works, presented the third reserve fund transfer request.

* The DPW can handle unforeseen costs better than Police and Fire due to their high personnel costs.
* The community building needed a new vestibule heating unit, repairs to the roof due to leaks and a new AV closet amplifier.
* Non expected needs included a refrigerant leak at the Police Administration Building and replacement of the gas fueling station canopy.
* Needs with salt and issues occurred and freezing on some streets.
* The request totals $212,803.25.

The Finance Committee requested a budget for each building moving forward.

**MOTION:** by Edward Philips **SECONDED:** by Ann Keitner to approve the reserve fund transfer request of $212,803.25 for Snow & Ice/DPW **VOTED:** 10-0-0.

Judy, School Committee member, presented the final reserve fund transfer request.

* Balance of funds for negotiations was overdrawn by $50,000.
* There were three different teacher contracts this year.
* There was a school department internal investigation.
* Spoke with the investigator as of June 24th, 2019 and there was still two feet of paper stacked and additional interviews to schedule for external investigation.
* An additional 15-20 hours were predicted from the attorney by the end of the year.
* Principal is currently on paid leave which is hoped to be completed by the end of summer.
* Currently down quite a few positions including one assistant principal at the High School.
* The request totals $35,389.06.

The Finance Committee requested the following.

* The school contract voted on at the School Committee’s June 19th, 2019 meeting.
* A quarterly review meeting and a monthly statement update from now on.

**MOTION:** by Edward Philips **SECONDED:** by William Brack to approve the reserve fund transfer request of $35,389.06 for School Legal Exp. **VOTED:** 8-2-0. Ira Miller and Anil Ramoju voted against.

1. **Year-End Closing Process - Krishan Gupta**

Krishan Gupta, Finance Director, presented the Year-End Closing deadlines.

* Friday, June 28th (10:00 am): FY 19 cash receipts/turnovers due
* Monday, July 8th (10:00 am): Last FY AP/PRL vouchers, timesheets, warrants due in the Accounting office
* Wednesday, July 10th: Petty cash confirmation
* Friday, July 19th: FY 19 Fixed Assets Report
* Friday, July 19th: FY 19 Inter-departmental reimbursements
* Friday, July 26th: FY 19 Journal entries
* Friday, July 26th: FY 19 Accounts Receivables
* Friday, July 26th: FY 19 Encumbrances carry over
1. **Discussion of Process/Timetable for full consideration of Special Town Meeting Articles**

Upcoming important dates include the following.

* A joint meeting on September 16th, 2019.
* Write ups due by October 8th, 2019.
* Other Finance Committee meetings: August 26th, September 23rd and October 7th, 2019.

Potential articles include the following.

* High School Project
* Acquisition of real estate next to the Library
* Modification to Civil Defense due to rejected land transfer
* Opening an RFP to allow for solar panels allowed on the land fill
1. **Reorganize appointments to Priorities, Capital Outlay and Liaisons-Chair**

New reorganization was appointed as follows.

* Priorities Committee: Daniel Lewenberg and Charles Goodman (Patricia-Lee Achorn as the alternate)
* Capital Outlay Committee: Gordon Gladstone and Anja Bernier (Ann Keitner as the alternate)
* School Committee: Ann Keitner and William Brack
* Library: Hanna Switlekowski
* Planning Board: Arnold Cohen
* Standing Building Committee: Gordon Gladstone
* Master Plan Steering Committee: Edward Philips

# FY20 Initiatives and Goals – Committee

A request for reserve fund transfers over the last five years was made as well as a master list of finances.

# Liaison Updates:

## Sharon Schools - Bill Brack

No update.

* 1. **Library - Hanna Switlekowski**
* Lee Ann Amend is hoping to turn back between $18,000 and $20,000 due to a staff member being away for military need.
* They received grants including one for cultural council to fund programming, one for the second year of library technology act and the conservation funding received.
* Trustees met with the neighborhood about the upcoming project.
* Adult services librarians received $8,000 to fund education for bi0-medical and health informational.
	1. **Planning Board - Arnie Cohen**

No update.

* 1. **Standing Building Committee - Gordon Gladstone**
* Town hall will be completed by the end of August and is well on budget.
* The last meeting held on June 4th, 2019 with MSBA went positively.
* More information will be presented regarding the exterior on July 2nd, 2019.
* There are still heating issues at the Public Safety Building that they are looking to fix.
	1. **Master Plan Steering Committee - Ted Philips**
* May 30th, 2019 was the last public/visioning session.
* The consultant is now incorporating all of the feedback with a drafted document which will be available in the fall.

# Documents Distributed Since the Last Meeting

## Sharon Master Plan Presentation Materials

# Minutes to be Voted: May 20th, 2019

**MOTION:** by Ira Miller **SECONDED:** by Gordon Gladstone to approve the May 20th, 2019 minutes **VOTED:** 10-0-0.

# Topics not reasonably anticipated by the Chair in 48 hours

The next meeting will be held on July 15th, 2019.

#  Adjournment

**MOTION:** by William Brack **SECONDED:** by Hanna Switlekowski to adjourn **VOTED:** 10-0-0.

The meeting was adjourned at 9:40 pm.