



**TOWN OF NORTH ANDOVER
FINANCE COMMITTEE**

Meeting Minutes

Meeting Date: 7 April 2011

Minutes Prepared by Herb Cunha

Meeting Location: Town Hall, 1st Floor
Conference Room

Meeting called to order: 6:45 PM

Mark Rodgers-MR, Chairman	X	Thom Dugan-TD	X
Ramsey Bahrawy -RB, Vice Chairman	X	Robert Norbedo-RN	X
Ben Osgood-BO	X	Matthew Remis-MRem	
Alan LeBovidge-AL	X	Herb Cunha-HC, Minutes	X
Peter Besen-PB		Pat Sifferlen, PS, Admin	X
Bonnie Wilkinson-BW	X		

Non FinCom Members in Attendance

OTHERS: -Jim Santilli, JS-Asst. Town Manager -Sandy Gleed, SG-VP LWV
-Chris Hottel, CH-Supt Schools -Matt Killen, MK-Director IT
-Laurie Burzlaff, LB-Clerk Sch Com

Note: All FINCOM votes are subject to change upon receipt of new information.

Note: Documents used in this meeting are listed in Document Table, herein.

II. Previous Minutes Approved

DATE: 31 Mar 2011 Approved
5 Apr 2011 Approved

III. New Business

AGENDA ITEM: A. Warrant Article Review and votes

Discussion: -Reference spreadsheet, Alpha/Num/Article Title.
-Ltr G-Unpaid bills, Lyne will forward current unpaid bill report
-Ltr I-Sr Work Program Funding of \$18,000
-Vote Taken: **BO made a motion to accept Sr. Work Program Funding of \$18,000. Seconded by AL. Vote: Y, unanimous, passed.**
-Ltr M-Stevens Estate Fund Appropriation. MRees/JS indicated estimate to be determined.
-Ltr RR-Tax Increment 4 W High St. MR, email went out.

AGENDA ITEM: **A. Warrant Article Review and votes, continued**

- Discussion:
- Ltr PP-Local meals tax. This item will be addressed at next meeting.
 - Ltr UU-Additional Funds (Prop 2 ½ Override) for Fiscal Year 2012. MR indicated Ercolini will address at next Fincom meeting, Tues, 19 Apr.
 - Ltr GG-Funds for Elder Svcs Dept, is dependent on Ltr O-General Fund Appropriation.
 - Ltr DD-Pet Gen Court, Municipal Group Insurance Committee. MR (per Bill Gordon) stated 3 individuals must be on Committee (choose 4 people not eligible for insurance)
- Note: During Fincom meeting, must open rear handicap door of City Hall.

Vote Taken: AL made a motion that Fincom take favorable action on Ltr 32 (FF), Petition the General Court Special Act to Exempt the Town of North Andover from Portion of the Prevailing Wage Act. Seconded by BO. Vote:Y, unanimous, passed.

- Ltr kk/33-Petition the General Court: Collective Bargaining Agreements, applies to the School Dept.
- Ltr LL/32-Petition the General Court: Change Town Charter 4-7-1, Responsibilities for Disbursements. A selectman to sign in lieu of Town Manager, Accounts Payable and Payroll Warrants.
- Ltr GG/40-Authority to Sell or Lease Town Owned Land Modified. No Fincom action is necessary.
- Water and Sewer-Mark Rees will address.

AGENDA ITEM: **B. VOIP CIP presentation (Matt Killen)**

- Discussion:
- MK: He spoke of adequate lines being available, capacity needs and stability, and to address outages. He will expand 2009 capability regarding call transfer, email and leverage fiber optic.
 - Discussion took place about Town needs and plans to implement new equipment, for example servers and telephones, to improve and expand capability of system.

AGENDA ITEM: C. Budget Discussion

Discussion: -MRees: BCG looking into the Budget. Blue Cross worked out and cost increase has been estimated.
 -Reference made to possible budget changes to FY2012 GF Budget. Health Insurance with a decrease in Revenue or Increase in Expenses, is estimated to be \$337k. -BW: She will meet with Lyne to put a list together of possible projects where funds may be identified and available.
 -MR: He stated that Fincom will have to vote on 2 budgets, one with meals tax and one without meals tax.

Vote Taken: Motion by AL to recommend that Fincom vote on favorable action for Ltr PP, #16 (Accept MGL, Chapter 64L, Section 2 ((a)), to impose a local meals excise tax). Seconded by RB. Vote: Y, unanimous, passed.

-BW: She will get with Lyne about the IT Budget.
 -TD: Regarding the State House Budget, a number is expected for aid, next Tuesday.
-Action Item:
-MR: He will suggest a pay-cut for BOS and School Committee.

AGENDA ITEM: D. Warrant write-up discussion

Discussion: -MR: He spoke of need for Fincom sub-committee of 3 members to provide fact based writeups. Members are TD, BO and MRem.

AGENDA ITEM: E. New Business (BCG update)

Discussion: -MR: Items for consideration are 1 page budget and analyze health \$337k Next BCG meeting is 5:30 PM, April 20, Town Hall.

IV. Next Meetings

12 Apr 2011 Town Hall, 1st Floor Conference Room

V. Adjournment-

Motion: AL Yes Unanimous
 Seconded: RB Time: 8:53 PM

DOCUMENTS PROVIDED AT MEETING

ITEM #	TYPE	FROM	TO	SUBJECT	COMMENTS
1	Report	FINCOM	General	Table of Article Listing	
2	“	M Rees	“	Possible budget changes to FY12, General Fund Budget	
3	“	M. Killen	“	FY12 Consolidated IT Budget Components	
4	Memo	“	FINCOM, Twn Mgr, School Super.	IT Telephone system Project	

ACTION ITEMS**C=Complete**

ITEM #	ACTION ITEM	INDIVID.	COMPL. DATE	STATUS
1-28	Completed items are shown in FINCOM Mtg Minutes of 4 Mar 2010 thru 28 Oct 2010 and 27 Jan 2011 for review.			C
30	Obtain copy of Osgood Landing sewer Budget from Lenny Degman, Asst to Mayor of Lawrence.	RB	17 Mar	c
32	Provide CD for New FINCOM member handbook.	MR	16 Nov	
33	Put on the Agenda, Minority Report and the formation of a FINCOM Article Sub-Committee.	MR	16 Nov	
34	Input to Mark Rees 2 scenarios, First- 5% in 2013 and Second-Otherwise scenario in 3 years.	MR/PB	3 Feb	c
35	Address pay cuts for BOS and Sch. Dept	MR	14 Apr	

