The meeting was called to order by Chair Richard Gobi at 6:15 p.m.

MINUTES: Brad Hibbard made a motion to approve the minutes of July 7, 2014. Kevin Paquette second. Vote 5-0 to approve the minutes of July 7, 2014 as presented.

TOWN ACCOUNTANT: Marie Arsenault was present. She read the law (G.L. C44, S33B) which authorizes transfers between departmental appropriations within the last two months of any fiscal year, or the first fifteen days of the next fiscal year. Amended G.L. C44, S33B(b) provides a new mechanism for year-end transfers between departmental appropriations without the necessity of town meeting vote. Alternatively, the Selectmen with the concurrence of the Advisory Committee may transfer within the last two months of any fiscal year, or during the first 15 days of new fiscal year to apply to previous fiscal year 3% of annual budget of the department or $5,000 whichever is greater. End of Year Budget Transfers is $28,844.13.

The question was asked “What controls do you have?” Marie said that she does flag unusual or large items. Departments get monthly balances of their budgets. It is difficult to manage because departments put in bills at the end of the year. Advisory Committee felt there should be no transferring of funds within line items of their budget without prior approval. Marie stated that the Highway Department is allowed by law to overspend on snow wages and salt and sand ($56,168.04) and money raised on next year’s tax rate. Legal Counsel Budget overspent by $25,705.34. Advisory will ask Selectmen what controls are in place to use Town Counsel. Phil Landine made a motion to take $25,705.34 out of the Reserve Fund to pay for legal counsel. Tom Long second. Voted unanimously to take $25,705.34 out of the Reserve Fund to pay legal counsel.

Marie said there was a “glitch” on the Library budget. Voted in $4,000 more at Town Meeting. Should explain this to them and decrease at Fall Town Meeting.

Suggestion made to have a line item in department budgets for health insurance. This would show a “true cost” for each department.

Richard Gobi said we should ask the Water Department for their records. Marie said that the Water Department gets to keep their surplus. Marie said Health Insurance is an
operating expense and the Water Department should pay for this. Put Article on Fall Town Meeting to address this.

7:05 p.m. Chairman Richard Gobi left the meeting.

Discussed time clocks for employees.

General discussion on paying warrants. Marie said all warrants are due on Monday at noon and signed on Tuesday at Selectmen’s meeting. Discussed having Bill Warrants available for at least a week to give Selectmen time to review. Marie will work with Selectmen.

Fire Department submits payroll hours once a month to Accountant. No dates with number of hours worked. Advisory suggested firefighters use standard payroll form and submit every two weeks. Advisory reviewed the Standard Payroll Form and asked Marie to add: signed under pains of perjury.

Tom Long said he asked the Town Clerk a few weeks ago for proof of a Strong Fire Chief and is waiting to hear back from her.

The question was asked if there was an audit done when the Treasurer Keith Arsenault left and the answer was that there was.

The question was asked why there are police details on road projects and not flaggers and how is this funded. Marie said the police makes them use details and money comes from the Town Road Maintenance account and paid to the police for details. Suggested asking Chief through Selectmen.

The Advisory Committee thanked Marie for coming to our meeting.

The Advisory Committee would like to have a “brainstorming session” with the Selectmen. Secretary will ask Johanna if the Selectmen will come to our next meeting on July 28, 2014 at 6:15 p.m.

Brad Hibbard said the Treasurer has signed the renewal for Group Insurance with MIA. Phil Landine made a motion to have Brad Hibbard talk to a MIA representative. Tom Long second. Vote unanimous to have Brad Hibbard talk to a MIA representative.
Lori Loughlin read a letter from Financial Director Cami Lamica with school budget updates.

Tom Long made a motion to adjourn the meeting. Kevin Paquette second. Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Christine M. Long
Secretary