

Finance Committee Meeting
Monday, July 1, 2013
Minutes

Chairman John F. Doherty called the meeting to order at 6:30 p.m. Members present were Theresa M. Manganelli, Victoria L. Ellsworth, Jonathan R. Eaton, Robert P. Palmer, Richard K. Hayden, Not present Jordan Weiner, William J. Wallace, Bernard P. Nally Jr.

Also present were Kendra Amaral, Assistant Town Manager, Michael Morris, Town Accountant

Mr. Morris – Requested a transfer from Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws. The bank is not willing to waive the fees. The fees are just under \$24,000 for this fiscal year and last fiscal year. This is a one shot deal. Fees have been budgeted for FY14.

Ms. Manganelli – Asked how long the contract with the bank is. The contract is currently out to bid.

Mr. Hayden – Asked how many transactions are processed a year. Approximately 1,000 per year. Ms. Manganelli - asked if checks issued for payroll are direct deposit. 99.9% of checks are direct deposit. Mr. Doherty – asked if the town accepts EFT and whether there is an effort to accept debit cards. The town is looking into accepting debit and credit cards for water/sewer and recreation.

Voted: To approve the transfer of \$24,000. Approved unanimously

Mr. Morris- Requested a transfer from Reserve Fund in the amount of \$426,000 to the Employee Health & Life Insurance. Account balances are nearly expended; the current balance \$181,683.19. All bills have been paid for FY 2013, however the town needs to have a balance for existing liabilities which are “incurred but not reported” as of the end of the fiscal year. Claims have been somewhat higher than anticipated. This increase in claims, has largely been the result of a higher than normal number of individuals with large claims.

Voted: To approve the transfer of \$426,000. Approved unanimously

Mr. Doherty-Asked for an update on telephone system. Ms. Amaral explained the town previewed a system today. The new phone system will be a VOIP system. The system will be installed at Public Buildings, Public Works, and Town Hall this year. The server will be sited at the Public Safety Building so that there is redundancy both in power and fiber connection as well as internet connection. The system will be fully equipped with modern voice mail as well as transferring, multiple greetings, the ability to do find me follow,

portable handsets, etc. The goal is to still have live answering during normal business hours. National Telecom is the vendor. Total cost is approximately \$30,000 for the server, all the handsets, a couple of attendant consoles for different buildings, software configuration and installation.

Mr. Doherty-Asked if the school department is on the same system. The Roman House is using the same vendor but different system. All of the information has been shared with Neil Ellis.

Mr. Doherty-Requested an update on customer service training. Customer service excellence training is scheduled for September as part of a year long training program. Additional training on innovated thinking and management practices is also scheduled. The goal is to focus on customer service, management, and how the town operates. There is a customer feedback program currently being developed and will require approximately one year to get up and running.

Mr. Doherty-Asked about snow plowing for churches? Ms. Amaral does not have an update. Ms. Maganelli expressed her concern with the liability associated with the plowing.

Voted: To approve the minutes of January 31, 2013. Approved unanimously.

Voted: To approve the minutes of February 5, 2013. Approved unanimously.

Voted: To approve the minutes of February 7, 2013. Approved unanimously.

Voted: To approve the minutes of February 12, 2013. Approved unanimously.

Voted: To approve the minutes of February 19, 2013 as corrected. Approved unanimously.

Voted: To approve the minutes of February 26, 2013. Approved unanimously.

Voted: To approve the minutes of March 21, 2013. Approved unanimously.

Ms. Amaral- provided examples from the town's new performance management program. The Town Manager has started scheduling monthly meetings with each departments. to go through any outstanding items, projects. The meeting will also incorporate a general look at budget and expenses. The Town of Wilmington was awarded a grant from the Commonwealth of Massachusetts to implement a stat program similar to ComStat used by the New York City police department. The purpose is to promote data driven decision making. The grant is covering Public Works and Police for the first round.

Voted: To nominate John Doherty as Chairman. Approved unanimously

Voted: To nominate Theresa Maganelli as Vice Chairman. Approved unanimously

Voted: To nominate Victoria Ellsworth as Recording Secretary. Approved unanimously

There being no further business, a motion was made by Ms. Ellsworth, seconded by Mr. Eaton, and by the affirmative vote of all, it was.

Voted: That the Finance Committee adjourned 7:30

Respectfully submitted,

Recording secretary