



FINANCE COMMITTEE

**Meeting Minutes
September 13, 2012
Room 210, Billerica Town Hall**

Meeting was called to order by Mary McBride, Chairman, at 7:01pm.

Members	Present	Absent	Excused	Arr. Time	Dep. Time
Mary K. McBride, Chairman	X				
Thomas Aquavella, Vice Chairman	X			7:05pm	
John Piscatelli, Secretary	X				
Mark Efstratiou	X				
Ed Giroux	X				
Patrick Logue, Jr			X		
Rino Moriconi			X		
Scott Morris	X				
Philip J. Newfell	X				
Kathleen Paulsen			X		
Anthony Ventresca	X				
John Griffin, 1st Associate	X				
David Howe. 2 nd Associate	X				

As there were presenters for Article 32 in the audience Mary asked Paul Watson, who was present to give the committee a tutorial on the y/e FY12 report, recap sheet and free cash, if he would mind waiting until after Article 32 was presented. Paul said no. Mary then had the presenters for Article 32 introduce themselves.

Article 32 – To Amend General by-Law to see if the town will vote to make the following changes to the Town of Billerica general by-laws, article vii as follows; or act in relation thereto.

2.1 restraint of dogs - no person shall own, keep or harbor in the town, outside the confines of the owner's property (meaning owned, rented or leased), any dog which is not held firmly on a lash, no longer than six (6) feet, by a person who shall have control of such a dog, except in any area officially designated by the board of selectmen for off-leash activities.

2.2 off-leash areas - within areas that have been officially designated as off-leash areas by the board of selectmen, dogs may be allowed to run at large, subject to such rules and regulations as may be determined by the board of selectmen. owners of dogs shall be legally responsible for any and all injury or destruction of property caused by their dog(s) in an off-leash area.

Peggy Hannon-Rizza, Director of the Recreation Dept, Mark Reid, resident, and John Bartlett, Chairman of Recreation Committee, were here to present this article.

Peggy said they were here to change the bylaw to create a by-law change on off leash rules. They appeared before the Rules Committee last night and because of a recommendation of Town Counsel they were changing a word in the second line from "lash" to "lease" and also Town Counsel recommended that 2.2 be changed to 2.1.1 because there already is a 2.2. Both of these would be changed for the final warrant and those would be the only changes. They have not appeared

before the General By-Law Committee and Ed Giroux, chairman of the General By-Law Committee, asked if anything had changed since last year. Peggy said this is much simpler and would allow the Board of Selectmen (BOS) to allow it or not. Ed said he would like to set up a meeting for the General By-Law committee to meet with them and either Peggy or Mark will get in touch with Ed.

Mark said the present Town By-Laws require all dogs be on a leash if not on your own property and the amendment would allow the BOS to designate off leash area(s). The reason is that they would like to set up a dog park down the road. Phil is this the start of a dog park? Mary said that we cannot put the cart before the horse. A question was asked as to who would be the enforcing authority. Peggy said those decisions would be made if the BOS allow the option, it doesn't guarantee it, and it just allows it. Ed: seems to be straightforward. Tony: one of his concerns the last time is not being addressed here - if on town property it could be a liability and has that been addressed? Peggy said that would not be part of it, that portion would come at a later date. BOS would establish the procedures and liability. John B said that owners of dogs would be liable and Mark said it is supported by law. Ed said that this proposal was different; this just establishes the ability to establish a park and Peggy said it would be the BOS who would be responsible for decisions. Mary asked if the BOS were aware of it? Mark said they gave a presentation to the BOS a couple of months ago. Scott: will we have the rest of the by law to review? He would like some reference to it. Peggy would you like it to be in the warrant as an Amendment? Ed said more as an appendix of it, the current by law only.

After much discussion a motion to recommend Article 32 was as follows:

Motioned by:	Ed Giroux
Seconded by:	Phil Newfell
In Favor:	8
Opposed:	1
Abstained:	1

Mary said that Paul would now present the Year-end FY12 Report, Recap Sheet, and Free Cash Tutorial

Paul distributed a handout at the beginning of the meeting. Paul said the handout had four different stapled reports. Mary said she appreciated the fact that Paul came forward to present this tonight. : The first handout was our estimated receipt report; second was general fund budget and we can go over them so we can discuss how things operate. The third is a copy of the tax calculation sheet and he wants to explain it to whoever is not familiar with the document and how it takes the financial work the town does and wraps it with the assessors info and comes up with the tax rate for the town. The fourth goes in town meeting booklet and is actually a budget recap for the year. He said that pages 78 & 79 of this fourth portion is what was in the main town meeting budget how the info changes in the October town meeting and you can get a better understanding of how we are going to fund the articles on the warrant for town meeting in the fall.

Paul started with page 2 of the estimated receipts: We use it to put together the general fund for the town. The estimated recap was \$15.3M and \$18.6M is the actual for 2012, This is a very strong year, \$2.3M above our estimate. If we look at some of the different categories motor vehicle was stronger, water & sewer very strong as well as ambulance. New category is cell tower leases that money use to go into a revolving fund which we disbanded. Permits were strong 310 building permit a strong contingent. Misc non recurring very strong; state aid payment that came out last fall and we did not estimate it so it has a local receipt of \$400K. There was other money that came in related to a court ruling where we received money something to do with a bank We had been contacted by the lawyers involved and all we had to do was sign our name and got the money, it was the result of a class action suit. Of the \$18.6, \$1M are not recurring into next year but it is still very strong.

Phil - building permits - E-Ink was the project the increased this. Ambulance fees: Phil finally paying for itself including insurance? Paul we do run on a general fund budget we do recover direct costs and some indirect costs. If we went full cost recovery then he would say no. Basic budget is recaptured.

Mark hotel & motel tax we approved last year, how much of a difference did it make? Paul said we had voted and only got ¼ of the year due to the time of the year. We estimated at \$600K and it came in at \$563 and it was only one quarter. Mark said that we should try to get new businesses for that building fee. Paul said you cannot count on that as a

recurring. John G Public work fees? Paul could be anything in the middle account 14408 is a sewer dept number and he believes it is a fee for signing on. Account 14218 would be a highway dept fee and it could be anything that comes across the desk within those departments. It could be simple things, street openings, etc. Ed: asked about the audit report: Paul said the auditors will not be out until the middle of October (middle two weeks) audit report around Jan 1. Is this the year we are doing the different audit? Paul said it is a separate audit. Dave: Ambulance as an operation on the whole isn't profitable when you take in all of the costs. Paul if we ran as an enterprise it we would never be able to bring in enough money to run it at a profit. David: One last question under which category do our scrap metals receipts come in. Paul said misc non recurring. Paul is not aware of any cash coming in other than public auctions. Dave public works dept; i.e. pumps. Paul said when you consider the procurement laws they exist on getting rid of scrap as well. Value over of \$5K goes to public auction. It tends to sit around and go all at an auction. Paul said we did not do one this year but last year approx \$40-50K. Tony: payment in lieu of tax \$37K in 2011 took in \$42,300 why such a big difference % wise. Paul said we probably have not changed the payment of in lieu of in the past few years and he thinks the \$42K was a little high and he thinks it is closer to \$35K. Scott: \$11.458 penalty in tax title? Penalties and interest on your taxes, why such a big change. Paul said it would relate to collection of taxes through the tax title processes. It is an account that fluctuates because it can have pretty big receipts if you had a big tax title taking. It is just overall ebb and flow of how tax titles go. Account 11928 for rental of town hall? Is that something we did in 2011. Paul said it would have been a onetime things. We use to rent buildings on Alexander road but we now use those buildings for storage. It might have been the year they had the spelling bee. Town hall doesn't seem to have too much. If we opened it on the weekend then you might see a figure here. School: misc item with the school. School receipts mostly go into the school revolving fund. It was probably a misc item and they did not know how to code it. John P: help connecting the dots on understanding how the numbers are in front of us for year end and how they relate going into the last quarter. We sat just before year end and we talked about accts that needed adjustments, thought one of them was ambulance. Paul said this relates to why we moved money into ambulance. COMSTAR, our ambulance billing service, as the receipts have increased the amount that we needed to pay COMSTAR actually increased as well. John P said we are directionally expecting them to be higher. Paul said yes. Paul said if you consider Motor vehicle it comes out in March it can be January it looks like only 20% is in but he said we were aware that the ambulance fees were coming in strong so that basis of what we estimated to give COMSTAR was too low. That was general fund receipts

Next is general fund budget: original budget transfers and supplemental We had strong turn backs within the budget especially public safety depts., shared costs as related to insurance, esp. building type insurance and workers comp. Building insurance we had strong, turn backs ½ million dollars the credits that came back were \$300K to \$350K. Paul would be willing to go over them individually if you have any questions. They do not show any encumbrances. \$2.4M total encumbered. John P. Can you take the bottom line and add it to the \$2.3M and net them together as we are now \$4.6M is that a free cash number. Paul said something along those lines is what you would do. As the fund balance grows you can see the free cash grow. Free cash is from the balance sheet and explained how this happened. Paul said we expect a strong free cash number. Analyst was out this week and it has not been certified in a letter yet. Paul said he remembered one year when the analyst changed her figure. It will be looked at Monday in the DOR and maybe the beginning of the week we will have a figure. Phil: June 30 2012 with the new insurance (group) what was the cost of savings? Paul said we would discuss that later. Ed: toward the end of last year the highway dept how is it going this year? John Curran said they have been watching to make sure they are spending what they are budgeting and for the most track they seem to be on track. We are keeping an eye on their budget. He is trying to keep them tuned into the fact that they have to keep to their budget.

Tax Rate Recapitulation: Actually a copy of our recap sheet, the state form, we put a copy into the town report every year and this was printed from the DOR web site. Like any good report go to the last page. Page 4 is a summation of the town meeting action and what has taken place since last recap submitted. He explained the recap sheet and explained it is a nice way to document the town meeting actions. Column "a" the key, the other columns tell how you are appropriating. Page 3 estimated receipts that we just went over. Show where we estimated and what the actual from the previous year. They (DOR) do not want to see estimates above actual. As a rule of them Paul likes to see a 10% cushion. Page 2 is the guts of the report. This actually is a 1 page snapshot of what has gone in the town for the year. Amounts to be raised what people refer as total raised; \$140M was raised; \$131M comes in from town meeting. Other amounts to be raised are either deficits that have to be raised or appropriations. If a statute allows you to do without town meeting we do. We increased what we use for Tax Title purposes. There was \$100K for tax tile purposes. Debt & interest bond we sold after we put the budget together. Cherry street offset (4 different lines) gets spent without appropriations. Mary: the fact that you can take snow and ice from previous year and put on this recap. Paul: level appropriation, if you run a deficit you put

it on the recap sheet. Paul explained how this takes place. Law allows you to raise it on the snow & ice as long as you have not reduced it from the previous year.

Estimated receipts & other revenues sources are them: cherry street; local receipts; number from page 3, "iic" other financing sources, ie free cash, big amount of \$598K was I&I; leaves the amount from the levy which was the \$96,696,998. Page 1 gives you the matrix. Basically that it is. Amount raised, receipts and tax levy, when you plug the values in you run it through with the shifts then you get the tax rate. Page 2 other revenue. Would be town meeting raises. Paul thinks that page 2 is a good snapshot of what is going on in the town.

Phil: page 1 personal property is 7.3360%, how is that different from residential. Paul said that he thought Rich Scanlon had explained that. If you own a second home the furniture in that home is considered personal property. Ed: the Parker school will show up where. Paul said it would be part of the levy limit. Recap does not break out the levy. Levy limit is for recap purposes. John P. estimated, he can see that document when he looks at the \$131,263,440 appropriated amount Paul that is all town meeting actions, all financial. Budget is only 1 town meeting article. Town Budget does not make up the general fund. John P. Page 2 of 4 and went back after the fact and I put in what we actually spent & received and recast last year's tax rate if we put the numbers in the we actually spend, do we do a postmortem to see what the tax rate would have been? Paul No I have never done that. John P: some people say we were overtaxed, people will say we under spent and over collected. John C said the DOR and municipalities have to do things conservatively. The rule of thumb is 5%, you don't want to be under by 5%. If you looked at those receipts and some years we had some hits in some areas but positives in other areas. Motor Vehicle exercise if you look at the last three years 2010 higher than 2011 and 2012 has finally gone up. It is like a mutual fund some of them are going to work some of them are not. You cannot be so close that you could jeopardize the solvency of the town. Rule of thumb is taxes work out to \$40 per million dollars. If you start playing that game you risk running a deficit. John P if you did give it back or did not generate it would increase the tax rate the following year. John C last year we were \$1/2M under prop 2-12 this year \$1.1M under 2-1/2. We plan this. We could raise more money but it would have significant impact on the tax rate. Look at the rate; it is about the same each year. What is going to happen with the levy this year versus last year and the year before? We have \$1.1M of excess capacity, that is a very good indicator for us. John P if the rough rule of thumb is \$1M is \$40 per tax bill and we are going to stay under the levy by \$1M we are saving them the \$40 per tax bill. Mary: hypothetically if you were not conservative when planning receipts would you not then increase what you are going to raise? Would you rather not be pleasantly surprised? John said if you are too aggressive then you could run the risk of being negative. DOR looks at all of these things, like Motor Vehicles even if you wanted to use \$18M next year the DOR would probably say no. Fees are annual and they like them to remain. The figures would be scrutinized by DOR and you are jeopardizing the town's financial record. Paul said the DOR enforces prop 2-1/2; they look at the recap sheet and want to make sure that the estimates and recaps are good and the town has a balanced budget. If you send bad receipts that you have no chance of getting the DOR to approve it, they will send it back. Mary: do you change this figure during the year. Paul said we finalize when we put the recap sheet together and we have not had to change our estimates the past few years. Mary: Water & sewer revenue higher will it cause you to do anything different? Paul said with an enterprise fund. A different issue is to us enterprise fund for an activity to cover its own cost. You should not run it at a deficit each year but there is nothing that would require us to raise funds. John P: if we ever got to the point where we had an updated infrastructure and north of \$10M in the stabilization fund would the state look differently at us being aggressive? Paul said that one would have nothing to do with the other.

Fourth sheet was taken from what was our May town meeting booklet. It is in a different form the recap sheet. Wants to go through it specifically with changes and how they will relate to the town meeting budget especially the raise and appropriate funds in the warrant itself. Page 79 – projected surplus deficit of \$544K. We estimated new growth and we had a surplus. It came about because of the split when we got together with the schools. It was \$1.2M, the town felt that the state aid numbers were strong and we did not want to have to come in the fall and reduce our budget. Article 16 in the Warrant is the article to create a new general capital budget fund. \$500K is a raise and appropriate for that warrant article. It will establish a new account much along the general fund capital that we have now. Intention would be for more infrastructure, i.e., road work and sidewalk, wanted to let you know where the funding is coming from. Projected surplus is to take care of Article 16. Page 79: source of the funding state estimated receipts. \$23.3M estimated \$24.4M came in state assessment; \$5.1K net those figures out those amounts the next increase in state aid of \$700K we consider that to be reoccurring money and allowed that money to be reoccurring money. Look at Article 9 to amend budgets. Article 9 is for \$1.3M; the additional \$600K is the snow & ice deficit. \$14K was snow and ice so we have that money for spending, not reoccurring. Will fund Article 9 when it is brought before town meeting. David had a question on the way it was

worded. The final warrant will have a different figure. John said you put in a placeholder number in the preliminary warrant. In reality \$1.3M is the number that will go in the final warrant. Article 12: money for debt stabilization: page 78 we reserved this money when we put the budget together difference between fiscal 12 appropriated and fiscal 13 for debt service. If we take the difference and put it into debt stabilization; level funded debt. John C said this is what he talked about at the last meeting. John said he brought up at town meeting in the spring so that people could understand it. Last article is 11 which is a transfer from a previously appropriated article \$120,588,390; transfer out of appropriated imbedded in that figure. Paul said you want to look at the levy limit: 750K new growth a levy that we need to appropriate, \$1.1M of excess capacity which may or may not change. Final sheet is a summary

John C levy hasn't changed, two major appropriations \$49,000, would go into excess capacity so that total excess capacity will be \$1,149,000. Phil: all of this is great but what if the article is voted down: Is this 2/3 or majority vote. Majority vote. What do you do then? What if it doesn't pass. John C said then a lot of this extra money would end up in stabilization fund.

Article 10 - To Accept Chapter 32B Section 20 to establish an Other Post-Employment Benefits (OPEB) Liability Trust Fund To see if the Town will vote to accept the provisions of M.G.L. Chapter 32B, Section 20 to establish an Other Post-Employment Benefits (OPEB) Liability Trust Fund; or act in relation thereto.

Paul distributed a handout on this article. This is called Other Post Employment Benefits (OPEB) that are benefits other than pensions. You pay for retirees. -GASB (Governmental Accounting Standards Board) 45 put a standard in that OPEB liability would have to be placed in your financial statements. This was in the private sector for years and probably killed the pensions. A defined benefit. OPEB is actually \$230M. It is a liability on actuary basis which is health insurance for future retirees. Some communities have gotten spec. legislation so they could fund this liability. There was some talk within the town to do this but he had recommended that we wait until a general statute was passed which is the handout that he distributed; Sec 20 of chapter 32B. Some think it is a good government thing. Anybody who thinks it is a good thing is wrong. The liabilities are too big to fund your way out of this. Benefit related and some of these benefits will have to reduce the liability. That being said he was at regional meeting and there was a member of the administration, Jay Gonzales, speaking at that meeting and he spoke about the OPEB Trust fund and the changes that have to come about to reduce costs to the town. The administration is moving forward, they are going to hold it against those towns when they have not done it. The time has come for us to adopt this trust fund. The real question is how we want to fund it and at what level is that a good idea. We would ask that you support us to set up the trust fund and then we would discuss how we would do this. Phil: what would be the down side of not doing it. Why would you not do it? Paul: one of the things he finds interesting is rating agencies are not so much concerned about the towns liability as much as they want to see how it is going to change. If the community has \$230M they would be concerned if we were doing something in our union contracts that caused it to go up to \$300M. Rating agencies, if you don't accept the trust fund they could hold it against you. John G: if the town accepts this provision do we have to fund it every year. Paul no we are not required to fund it every year. You may establish the fund and then you may adopt a funding schedule. John G have you talked about a funding schedule. Paul we have discussed but have not come up with any set plans. John G a warrant article in the fall to fund this on an annual basis? John C: Said this year we are in a position to do it. We will work our way towards that but it doesn't mean it will be an annual. Tony: glad we are looking at this. His comment: he is very hopeful that when we start to fund this that before we go to the taxpayers we fix the contracts. Eliminate some of the liability and look at some of the communities and 401K as opposed to define benefits. John C: retirees are not covered by the contracts. We will be looking at that when the 3 year period expires. We are coming up to year 2 now and we saved \$1.5M on the contract. But we will be able to look at it in the future. Scott: when would we be able to take money from this account? Paul said this is an irrevocable trust to qualify and the money cannot be used for anything other than OPEB; some CPAs think you could get at it right way and others don't think that is true. John :: why fund it today? Paul: We can afford to pay: Paul we fund this on a pay as you go basis. Retiree portion our appropriation is \$15M and the retiree portion is \$4M to \$5M today. In the projections how far before we get to a point that we cannot pay: Paul one of the things that makes him queasy about the whole thing is when you look at the inflation on medical costs versus what the health insurance costs are. Is there a different estimate on how long our funding approach lasts. Paul doesn't have any idea. Paul: health insurance now on a pay as you go basis beyond our means: Inflation rate attached to whether Obama care stays law or not. Tom: I remember part of the debate over pension reform; there were a couple of proposals floated that once retirees got to Medicare eligibility? Our retirees already take advantage of Medicare. Paul said we cover the gap insurance that Medicare does not cover? Dave: If a person worked for the government all of their life they would not be eligible for SS. Paul said they are still covered by Medicare: John said we pay for the supplemental plan. David

thought we had only about 800 retirees? We are paying \$1-1/2M for the gap insurance? Paul said there were 917 retirees. Phil: we can revamp the reimbursement rate someone said that they have done that in the past however it is a political issue, 90/10% split, it is killing him. Is that everybody, teachers and non teachers? Not teachers they pay a different amount in the state plan. What is the approx amount per year including teachers? Paul said teachers are on the cherry street and we pay about \$4.5M. So far this year we have saved \$1.5M if certain bargaining units had done this years ago then the town would have been able to invest this money. It will be a volatile situation. Executive branch of the town will make this decision. John P questioned that the town could change this. John G said they might not change it for present retirees however they could change it for future retirees.

After much discussion a motion to recommend Article 10 was as follows:

Motioned by:	Ed Giroux
Seconded by:	Tony Ventresca
In Favor:	10
Opposed:	0
Abstained:	0

Article 11 - To Transfer from Health Insurance Budget into Other Post-Employment Benefits (OPEB) Liability Trust Fund To see if the Town will vote to transfer from the Town/School Shared Cost – Health Insurance Budget (91070-7012) the sum of \$400,000 and to appropriate the sum to fund the Other Post-Employment Benefits (OPEB) Liability Trust Fund; or act in relation thereto.

Paul said we saved \$1.5M with the new insurance plan. He wants to take \$400K and transfer it as the first deposit into the OPEB Trust fund

After discussion a motion to recommend Article 11 was as follows:

Motioned by:	Ed Giroux
Seconded by:	Phil Newfell
In Favor:	10
Opposed:	0
Abstained:	0

Article 12 - To Fund the Debt Stabilization Trust Fund To see if the Town will vote to raise and appropriate the sum of \$724,588 to fund the Debt Stabilization Trust Fund; or act in relation thereto.

Decrease in the debt stabilization fund; level funding debt \$724,528K. Tony: why not use free cash to fund it? John C the idea is to maintain the same levy to debt each year so if we use free cash we would be decreasing our debt levy. Tony we did it with free cash last year. John C we did last year but in the debt stabilization we need \$800K for the next few years. Appropriate free cash for the stabilization and that would put us in the black for all of the years out to 2019. Mary: this says it's a Trust Fund – is this different form the Debt Stabilization Fund we created? No, same fund, it is not a trust fund just a typo. It will be changed in the final warrant. David: we not really raise funds just moving money. John C we had set this aside in the levy in the recap sheet last spring and now we are appropriating it and we are now putting it somewhere. In the spring we did not do it because you don't know what interest rates are going to be. David: already raised and now appropriated. John we will set the tax rate in December but this was set in the budget.

After much discussion a motion to recommend Article 12 was as follows:

Motioned by:	Ed Giroux
Seconded by:	Phil Newfell
In Favor:	9
Opposed:	1
Abstained:	0

Article 1 - To Appoint One Member to the Bowers Fund To see if the Town will vote to appoint one (1) member to the Bowers Fund for a term of five (5) years; or act in relation thereto.

John C said that Jean LeGallo said there was one member being reappointed to this fund and it is John Conway. Phil: looking for the balance in the Bowers fund. Last year was \$19K. Phil what exactly is in there and how much of that is spendable. Paul will have the real numbers the next time he appears before the Committee.

After discussion a motion to recommend Article 1 was as follows:

Motioned by:	Ed Giroux
Seconded by:	Tony Ventresca
In Favor:	10
Opposed:	0
Abstained:	0

Article 2 - To Hear Reports of Town Departments, Committees & Officers To see if the Town will vote to hear and act upon the reports of Town Departments, Committees and Officers; or act in relation thereto.

Schools Facilities Report is going to be done on October 9. Scott what reports are there? Facilities report and the Parker School building report but there could be other reports as well but the Moderator will know

After much discussion a motion to recommend Article 2 was as follows:

Motioned by:	Phil Newfell
Seconded by:	Tony Ventresca
In Favor:	10
Opposed:	0
Abstained:	0

Article 30 - To Exempt Police Department Position from Civil Service To see if the Town will vote to authorize and direct the Board of Selectmen to petition the Legislature to pass an Act to exempt from Civil Service Law the position of Building Maintenance Craftsman in the Billerica Police Department; or act in relation thereto.

John C said this is a custodial position for the Police dept and is currently filled with a temporary employee. It was on the warrant last spring with a host of other articles and they were all removed. This is back because it is a non union position and only one position. On civil service list the candidates are very limited and it is very difficult to get someone. The support civil service gives to municipalities is nonexistent. It is a detriment for the town to have to use civil service. When we bid the dispatchers we had 60 people taking an exam that we put together ourselves, which we control. There were a tremendous amount of good candidates. That was a very positive experience. The town put together their own process. Civil service is antiquated. Mary: do you anticipate the other entities will agree with you? John C: much harder because they are union positions. John G: you were trying to do all public safety positions? John C: DPW and this custodial position were on it previously and they were removed and now he is bringing this one back. Police, Fire, DPW are in civil service as are water treatment & wastewater, but all of the clerical are non civil service. John G: Custodian in this building are in the DPW union, could that union try and get that position as a member? John C I am not going to bring it up.

After much discussion a motion to recommend Article 30 was as follows:

Motioned by:	Ed Giroux
Seconded by:	Tony Ventresca
In Favor:	10
Opposed:	0
Abstained:	0

Mary asked John Curran about the names plates for new committee members and he said he would look into it..

Mary told committee members if they are interested in attending the Annual Town Finance Meetings to talk to Tom Aquavella.

She also asked as a matter of format to please respond to emails. It is very disconcerting not to hear back from people.

A motion made to accept the minutes of the meeting of September 4, 2012, was as follows:

Motioned by:	Tony Ventresca
Seconded by:	Ed Giroux
In Favor:	9
Opposed:	0
Abstained:	1

A motion to adjourn the meeting was as follows:

Motioned by:	Ed Giroux
Seconded by:	Tony Ventresca
In Favor:	10
Opposed:	0
Abstained:	0

Meeting adjourned at 9:17pm.

Submitted by:

Barbara A. Doherty,
Recording Secretary