



# Town of Acton Finance Committee Meeting Minutes

Date: June 28<sup>th</sup>, 2016

Acton Town Hall • Room 204 • 7:30 pm

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Members in attendance: Bob Evans, Jason Cole, Mike Majors, Margaret Busse (Chair), Roland Bourdon, Shuyu Lee, David Wellinghoff (Clerk), John Benson (Associate)

Members absent: Doug Tindal (Vice-chair), Steve Noone

Other: Brian McMullen, Janet Adachi (BoS), Peter Berry (BoS)

Chair Busse called meeting to order at 7:31

**Public participation** – Bob Evans moves for Clerk to formally recognize Acton Finance Department for award regarding financial reporting. All affirmative.

**Approve minutes** – Motion to approve June 14<sup>th</sup> minutes, all affirmative.

**Review Finance Committee Charter** – Chair reviews charter at both state level and within town bylaws for discussion later.

**Overview of CPC** – Roland Bourdon reviews CPC presentation dated April 4, 2016 from ATM. Question regarding whether the balance is always used and generally it is but has carried over in the past. Mandate for affordable housing, open space, recreational use, and historic preservation. Brian McMullen discusses ‘match’ has been declining to most recently 29-30% versus a decade ago near 100% when fewer towns utilized CPA. Questions regarding the effectiveness of this program given the declining contribution from the state. Possible Fall Town Meeting on October 5<sup>th</sup> to discuss increasing CPA surcharge from 1.5% to 3.0% and other topics. Committee will discuss further as proposal is formalized.

**Town Quarterly Financial Report** – Brian McMullen reviews presentation on town finances from FQ3 and FYTD. Nursing service looks to be running a \$105,000 deficit in FY16.

Expect balanced budget 6/30/2016 with anticipated turnback of \$300-500k from areas of health insurance savings, snow&ice, gas&diesel, municipal property.

**For Discussion** – Chair opens up discussion on FinCom’s purview. Should we opine on any and all municipal matters or just on financial related matters? Looking to develop guidelines and not hard and fast rules. Recommendation to be thoughtful and responsible on any and all municipal matters. However, we reserve the right to take no action on items as appropriate. It is incumbent upon us to determine early whether a matter should have a FinCom recommendation.

Chair opens up discussion on supporting information for Town Meetings. Suggestion to have warrant that is printed/mailed be the final version to provide appropriate time to review. Warrant doesn’t need specific numbers, it is the actual motion made during the Meeting that is relevant. We reserve to right to not opine if we do not receive appropriate material ahead of time and will work with others to get material as early as possible. The Finance Committee strongly recommends that all documents and information pertaining to the Annual Town Meeting warrant articles be given to the Finance Committee by March 1<sup>st</sup>. For any Special Town Meeting, all documents and information should be in by two weeks before the warrant goes to print.

Chair opens up discuss on appropriateness of topics for ATM or STM. Budgetary related items should be limited to ATM. Suggestion to deal with STM meetings individually and not have a general policy that may or may not be applicable on case by case basis. Group generally agrees that we only want to discuss articles at STM’s that are most relevant and critical and timely, and use ATM for all other articles, particularly those of budgetary nature.

**Finance Committee Business** – Discussion of upcoming meeting agendas. Minuteman authorizing district wide vote on September 20<sup>th</sup>. Town eligible for Kelley’s Corner state funding. Train station fees doubled.

Next Meeting July 12<sup>th</sup>.

Meeting adjourned at 10:03pm.

Respectfully submitted,  
Dave Wellinghoff  
Finance Committee Clerk

Documents referenced:  
CPC Presentation dated April 4, 2016 (CPC2016Fincom.pptx)  
Town Finances Q3, FY2016 (FINCOM PRES FY16 Q3.pptx)