

YARMOUTH
TOWN HALL
FINANCE COMMITTEE MEETING

Yarmouth Town Hall, Room-A

October 18, 2010

RECEIVED

Present: Carlene Veara, Chairman, Vice Chairman Philip Morris, Clerk Betty-Jane Burkhardt, Bill Bastian, Norman Holcomb, Jack Moylan, Carol Serafino, Randall Stiffler and Dorothy Voelker.

Staff: Town Administrator Robert Lawton

Chairman Veara called the meeting to order at 6:30 PM. Mr. Moylan moved the minutes of September 20, 2010. Mr. Bastian seconded and they were approved unanimously.

Ms. Veara reviewed committee assignments and noted that Veterans was assigned to Mr. Lawton as part of General Government.

Mr. Lawton was asked about the status of contract negotiations and he indicated they were ongoing. He also stated that preliminary forecasts for FY 12 indicated that the DY School Assessment and Municipal Budgets should be within Prop 2. He advised that he did not have to issue a directive to departments/divisions to reduce budgets for FY 12.

Ms. Veara distributed a memo "Funding of Assesor Revaluation" dated 10/5/10 from Capital Budget Committee for discussion and approval. It was unanimously agreed to request additional information from Capital Budget Committee and/or the Assessor and to table the discussion for the next meeting.

Mr. Holcomb asked questions concerning budget adjustments and suggested benchmarking to other communities. Mr. Lawton advised he has requested Joe Markarien to look at benchmarking from the MA Department of Revenue. Mr. Holcomb also requested a breakdown of the school budget from the School Committee. The Finance Committee will discuss questions they have for the School Committee and also request a chart which the School Administration could do. Mr. Lawton noted that the Board of Selectman has requested a review of budget forecasting and financial management to begin April 11.

Ms. Burkhardt distributed the updated Finance Committee Handbook, which outlines the budgeting process and procedure for both the Finance Committee and the Capital Budget Committee. She noted that this version reflected the Charter revisions and the Open Meeting Law revisions. It was also designed so that it would not become outdated as easily as previous versions that had included membership and actual meeting schedules for the year. She expressed her thanks to Elizabeth Hartsgrove in the Town Administrator's office who was able to print the material in booklet form in-house, rather than having it printed at CCT or a company.


The next meeting of the Finance Committee will be Monday, November 8, 2010.

Internal transfers of \$3,500 from the Library to the Town Clerk and \$12,061.18 from Election & Registration to Town Clerk were presented by Mr. Lawton and approved by the chairman.

A motion to adjourn was made by Ms. Burkhardt, seconded and unanimously voted to adjourn at 7:50 PM.

Respectfully submitted,


Jill Talladay, Recording Secretary


Betty-Jane Burkhardt, Clerk

Att: Committee Assignments
"Funding of Assessor Revaluation" memo 10/5/10
Finance Committee Handbook

MEMORANDUM

October 5, 2010

TO: Robert C. Lawton, Jr.

FROM: Peter Johnson-Staub, Assistant Town Administrator

SUBJECT: Funding of Assessor Revaluation

At their meeting tonight, the Capital Budget Committee approved the motion below.

“ Removing Operating Items from the Capital Plan:

Saben asked that the Committee consider removing from the capital plan certain items that do not meet the Town’s definition of a capital item – asset with a useful life of at least five years with a cost of not less than \$10,000. After some discussion, the members approved the following motion by a unanimous vote:

- The Committee recommends that the Town Administrator and Finance Committee consider moving the \$98,300 Assessor’s Revaluation from the capital plan, article 6, to the operating budget, article 5, and to fund the operating budget increase by re-allocating \$98,300 from article 6 “ raise and appropriate (state aid)’ allocation.”

I want to clarify what the Committee is proposing. This is an issue that the Committee re-visits nearly every year. In considering how we might address this recurring concern, my thought is that this year might be an opportune time to make the change because for the first time the 2010 annual town meeting article 6 capital appropriation includes an allocation from recurring general funds – \$199,500 from “ raise and appropriate (state aid)’” The idea is to reduce this capital allocation by approximately \$98,300 next year. This would provide a new funding source for article 5 to offset the \$98,300 revaluation cost being moved to article 5 from article 6.

Please let me know if I can offer any clarification of the Committee’s recommendation.

cc: Carlene Veara, Finance Committee Chair

//AssessorRevaluation10-5-10

**YARMOUTH FINANCE COMMITTEE ASSIGNMENTS – Provisional
FY 2012 BUDGET REVIEW**

<u>DEPARTMENT</u>	<u>ASSIGNMENT</u>	<u>REVIEW DATE</u>
General Government, Veterans	R. Lawton	December 8
Town Clerk	B-J. Burkhardt*, P. Morris	December 8
Elections & Registration		
Preservation of Records		
Personnel Board	B-J. Burkhardt*, D. Voelker	December 8
Police (Committee Review)	R Stiffler, C. Veara, C. Serafino	December 13
Public Works	C. Veara*, C. Serafino, R. Stiffler, J. Moylan	December 15/January 5
Director's Office		
Engineering		
Highway		
Parks & Cemetery		
Sanitation		
Transfer Station/Recycling		
Water		
Senior Services	B-J. Burkhardt*, J. Moylan	January 10
IT	P. Johnson-Staub	January 10
Golf	B. Bastian*, N. Holcob	January 10
Libraries	C. Serafino*, R. Stiffler	January 10
Recreation	D. Voelker*, B. Bastian	January 12
Fire (Committee Review)	R. Stiffler, C. Veara, C. Serafino	January 19
Health	B-J. Burkhardt*, C. Serafino	January 19
Human Services, Handicapped Comm.		
Natural Resources	P. Morris*, J. Moylan, N. Holcomb	January 19
Animal Control, Harbormaster		
Waterways		
Community Development	D. Voelker*, P. Morris, B. Bastian	January 24
Planning Board		
Board of Appeals		
Fair Housing Committee		
Growth Policy Comm.		
Conservation, Historical Commission		
Route 28 Task Force		
Old King's Highway		
CPA Administration		
Building Inspector	R. Stiffler*, C. Veara	January 26
Finance	C. Veara*, J. Moylan, N. Holcomb	January 26
Accountant, Assessors, Collector		
Veterans Benefits, Treasurer,		
Insurance, Pensions, Debt		
Cape Tech	C. Serafino	
Schools	Committee Review	

Note: * - Scheduling leader

10/18/10