

Dover Warrant Committee

October 28, 2009

Members in attendance: David Stapleton, Chair; James Kinder, Vice Chair; Peter Smith, Secretary; Kate Bush; James Dawley; Kathy Hall; David Melville; Andrew Waugh; Jane Wemyss

Others in attendance: Carol Lisbon, Selectmen

Mr. Stapleton called the meeting to order at 7:00 pm

1. Review of minutes

Mr. Dawley moved that the minutes of October 14 be approved (after fixing a typo), seconded by Mr. Kinder. The motion was approved by a vote of 7-0-2.

2. Prior Notices and Reserve Fund Transfer Requests

- a. Prior Notice from Highway Maintenance dated 10/6/09 for \$6,606.58 “to repair street sweeper.” Mr. Smith moved that the Committee acknowledge the Notice, seconded by Mr. Dawley. The motion was approved by a vote of 9-0-0.
- b. Prior Notice from Accounting dated 9/24/09 for \$10,000.00 “to purchase an upgraded version of the KVS software used in preparing operating budgets with associated training and licenses.” Mr. Smith moved that the Committee acknowledge the Notice, seconded by Mr. Dawley. The motion was approved by a vote of 9-0-0.
- c. Prior Notice from the Selectmen dated 9/24/09 for \$15,000.00 “to replenish the Unemployment Compensation Trust Fund, which will be depleted in the near future.” Mr. Smith moved that the Committee acknowledge the Notice, seconded by Mr. Dawley. The motion was approved by a vote of 9-0-0.
- d. Reserve Fund Transfer Request from the Selectmen dated 10/27/09 for \$18,159.94 “to replenish the Unemployment Compensation Trust Fund, which cannot cover the Town’s unemployment claims obligation through September 2009, and to cover expected October 2009 claims.” Mr. Smith moved that the Committee approve the Request, seconded by Mr. Kinder. The motion was approved by a vote of 9-0-0.
- e. Reserve Fund Transfer Request from Accounting dated 10/27/09 for \$10,000.00 “to cover expenses incurred by a consultant providing assistance in the Accounting Department until a permanent Town Accountant is hired.” Mr. Smith moved that the Committee approve the Request, seconded by Mr. Dawley. The motion was approved by a vote of 9-0-0.

3. Minuteman Vocational School Renovation Plans

Mr. Heinlein, who has been briefed on the financial implications of the plan, was unable to attend, so this discussion was deferred to a later meeting.

4. Department Guidelines for the Fiscal 2011 Budget

Mr. Stapleton circulated copies of the draft memo to be sent the various town departments. The memo requests that budgets be prepared to continue services at current levels. Mr. Dawley provided estimates from the US Entergy Information Administration for fuel prices in the coming year, which the Committee agreed were a reasonable basis for budget preparation. The wording and tone of the memo were refined to the Committee members' satisfaction. Mr. Stapleton will send around a revised draft.

5. Warrant Committee Financial Oversight

The new version of the KVS Financial Management System used by the Town will allow all Warrant Committee members to view the budget over the Internet. Messrs. Melville and Dawley will be authorized to enter Warrant Committee updates as the budget develops.

6. Liaison Updates

Mr. Smith (Highway): The ten-wheel dump/plow truck that was unusable last winter due to frame rust will be repaired. The Superintendent's records show that it cost \$9,912 to hire fill-ins last winter, while the estimate for repair is \$6,500.

Mr. Dawley (Capital Budget): Almost all departments have their capital requests in. The total of all requests is approximately \$830,000. The largest single item is \$400,000 to renovate the dispatch area in the Protective Agencies building.

Ms. Wemyss (Regional Schools): The sailing club has received a donation of three sailboats and the team members themselves will be building a boathouse to store them on school grounds.

Ms. Lisbon (Selectmen): Since the Town Accountant's position will be filled part-time by the Town Administrator and by a consultant, the Warrant Committee is asked to allow plenty of lead time when requesting financial reports and data. She also noted that Mr. Stapleton, as Warrant Committee Chair, receives a monthly report on Town finances. Ms. Lisbon also warned the Committee that unemployment expenses are running far above budgeted levels: currently \$12,000 per month versus a total budget of \$10,000 for the year. Substantial Reserve Fund transfers will be necessary.

*Ms. Bush moved to adjourn, seconded by Mr. Dawley;
the motion was agreed by consensus at 8:25 pm*

*the next meeting will be Tuesday, November 10 at 7:00 pm
due to the Veterans Day holiday on November 11*

Respectfully submitted,
Peter Smith, Secretary

approved November 10, 2009