

Stoneham Finance & Advisory Board Meeting
Wednesday, February 20, 2019 - 7:00pm
Stoneham Town Hall Hearing Room

Attendees:

Tim Waitkevitch, Chair
Heidi Bilbo, Vice Chair
Andrew Harmon, Secretary

Jeremy Doyle Ed Hurley
Cory Mashburn Wendy Smith

Absent: Devin Desmarais, Susan Lippman, Domenic Martignetti, Chris Waszak

Guests:

David Castellarin, Town Accountant

Agenda:

1. Pledge of Allegiance
2. Approval of Minutes from 1/22/2019
3. Tri-Board Meeting Recap
4. FY20 Goal - Establish FAB Resource Center
5. Repairs at Stoneham Arena
6. FY20 Budget Release
7. Other Business - Non Deliberative

Minutes:

Finance & Advisory Board Chair called the meeting to order at 7:00pm. Mr. Waitkevitch opened the meeting with Agenda Item #1. All members in attendance rose and recited the Pledge of Allegiance.

Board Chair then moved onto Agenda Item #2. Mr. Waitkevitch encouraged all members to review the last meeting's minutes. Ms. Bilbo introduced a motion to accept the minutes. Ms. Smith seconded the motion; all members vote in favor.

Vice-Chair then introduced a motion to move Agenda Item #6 to ahead to current discussion, followed by Agenda Item #5. Mr. Harmon seconded the motion; all members in favor.

Board Chair then proceeded with Agenda Item #6. Mr. Waitkevitch then introduced Town Accountant David Castellarin who presented the Board with a slideshow highlighting certain aspects of the FY20 Proposed Budget. Topics presented include:

- Property Tax Levies
- Revenue and Expense Summary
- Funding Sources
- New Positions
- Operating Increases
- New Warrant Format

There was also a discussion about fleet maintenance and replacement cycles for the Police department and Public Works.

The Board Chair then moved onto Agenda Item #5. Mr. Waitkevitch summarized the issues with the repair work to Stoneham Arena and the over-budget expenditures. He then asked the Town Accountant to explain the issue in greater detail.

Mr. Castellarin explained that the Town allocated \$1.6M to renovate the Arena. He noted that the first issue was that the contract was for \$1.641M. The Town had under-allocated the project right from the start. He added that the Town had not allocated the funds to pay for the project's Engineer. In addition, there were change orders that occurred during the renovations that were not funded properly. \$210K is the total shortfall for the project.

Mr. Hurley inquired about the nature of the change orders. Mr. Castellarin explained that they were related to the slab on which the ice surface sits. He indicated that the Town has already paid the overage and is exploring its options on recovery from the contractor.

He went on to explain that the change orders were signed without proper authorization. Mr. Waitkevitch asked what the Accountant's views are on the process deficiencies in this case. Mr. Castellarin was frank in stating that the newly budgeted Procurement Officer position would have prevented this issue. Mr. Hurley asked whether the change orders would go through the Procurement person. Mr. Castellarin clarified that change orders would continue to go through the Accountant, but that the Procurement Officer would have been managing the procurement process and dealing with the contractors.

Mr. Harmon asked whether the problem with the change orders was that someone did not follow existing procedure. Mr. Castellarin noted that the process has been changed so that the Accountant and Counsel have to sign all change orders. He noted that the School Department has agreed to scale back the amount on their roof repair Article to help fund this shortfall.

The Board then had a general discussion about the efficiencies that could be created by new Facilities and Procurement personnel. Mr. Castellarin then exited the meeting.

Board Chair then moved discussion to Agenda Item #3. Ms. Smith provided a brief recap of the discussion points addressed in the most recent Tri-Board meeting.

Board Chair then moved discussion to Agenda Item #4. Mr. Waitkevitch introduced the subject of a central location for Board documents and materials. Mr. Doyle asked what the ratio of digital to physical documentation that the Board would have to store. Mr. Waitkevitch indicated that the Board is not currently allocated any physical storage space in town. There was then a general discussion about digital storage options. Mr. Mashburn noted that this could eventually be tied to a new website.

Ms. Bilbo wanted to make a distinction that our documentation comes in two forms. First is our output, or documents we share with the Town. The second is our internal paperwork. Mr. Waitkevitch indicated that the Moderator should be engaged on new member material. He noted that the next steps would be to reach out to Town IT for our current capabilities, as well as reaching out to the Moderator. He volunteered to discuss with IT. Mr. Harmon agreed to reach out to the Moderator.

Board Chair then moved discussion to Agenda Item #7. Mr. Waitkevitch mentioned the upcoming Tri-Chair meeting.

He then asked if the Board would schedule the next meeting. March 4th was determined to be the next meeting. The meeting after that would be determined based on the next Tri-Board Meeting (March 12th).

Mr. Harmon introduced a motion to adjourn. Mr. Hurley seconded; all in favor.