

Stoneham Finance & Advisory Board Meeting
Monday, August 5, 2019 - 7:00 pm
Stoneham Town Hall Hearing Room

Attendees:

Tim Waitkevitch, Chair
Cory Mashburn, Vice-Chair
Andrew Harmon, Secretary

Jeremy Doyle Jen Gray
Susan Lippman Carol O'Loughlin
Wendy Smith

Absent: Jennifer Goldenberg, Ed Hurley, Chris Waszak

Guests:

David Castellarin, Town Accountant
Al Rego, Assistant Town Accountant

Agenda:

1. Pledge of Allegiance
2. Meeting Minutes
3. End of Year Closeout Update - Town Accountant
4. FY21 Budget Calendar
5. 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. The Board was provided copies of the 3/18/2019 and 7/1/2019 meeting minutes for review. Ms. Lippman noted a spelling error in the 3/18/2019 minutes. Ms. O'Laughlin and Mr. Waitkevitch noted spelling errors in the 7/1/2019 minutes. Mr. Harmon agreed to correct all errors. Mr. Mashburn introduced a motion to accept the amended 3/18/2019 meeting minutes. Ms. Smith seconded; all in favor. Mr. Mashburn then made a motion to accept the amended 7/1/2019 meeting minutes. Mr. Doyle seconded; 7 in favor, 1 abstention (Lippman).

Board Chair then moved onto Agenda Item #3. Mr. Waitkevitch introduced Town Accountant Dave Castellarin and Assistant Town Accountant Al Rego to discuss the closeout of FY19. Mr. Castellarin briefly explained the end of year transfer process (discussed by the Board in the

7/1/2019 meeting) and opened the discussion to questions. Mr. Waitkevitch recapped the Board's open questions from the last meeting:

- Town Administrator transfer
- Town Counsel transfer
- Stoneham Arena transfer
- Unclassified transfer

Mr. Castellarin explained that some unexpected costs (from the FY19 budget) were incurred in the Town Administrator's office from severance to Mr. Younger (former Town Administrator), additional salary paid to interim Administrator (Ms. Pettengill), as well as salary paid to Mr. Sheehan (current Town Administrator).

He went on to explain the additional costs in the Town Counsel budget item were due to union arbitration, as well as negotiations with both the former and current Town Administrators.

Additional costs at Stoneham Arena had to do with increased electrical rates and unbudgeted painting in the Arena. Security enhancements (cameras et al) at various locations in Town accounted for the Unclassified expenses.

Mr. Castellarin went on to provide information about transfers related to Veteran's affairs, retiree health insurance, and general insurance. He emphasized that these transfers are discussed with departments throughout the year; none of these come as a surprise. Mr. Smith asked about the Town's insurance rates and Mr. Castellarin provided some details.

Lastly, Mr. Castellarin referenced additional repair work on one of the Town's fire engines. Mr. Doyle asked whether the costs in the Town Administrator line were a one-time occurrence based on the TA transition. He also asked whether it is typical for the Town to go to arbitration with labor unions. Mr. Castellarin said the TA costs were likely one-time. He mentioned that the Town has only a certain amount of control over arbitration. Ms. Gray asked how many years in a row the Town has had to enter arbitration. Mr. Rego mentioned that this was the second year in a row for arbitration. There were no additional transfer-related questions for the Board.

Mr. Waitkevitch mentioned that the FY18 audit was complete. Mr. Castellarin added that it was available for review on the Town website. There was also discussion about the Town is nearly ready to close its books on FY19 ahead of schedule.

Prior to their departure, the Accountants discussed Water/Sewer delinquency. There is an issue with citizens paying their Water/Sewer bills which has the effect of raising everyone else's costs. Mr. Castellarin suggested publishing the names of those who have not paid. Mr. Castellarin and Mr. Rego then exited the meeting.

Ms. Smith requested that the Board add an agenda item for Water and Sewer to the next scheduled meeting. Mr. Mashburn and Ms. Smith volunteered to collect some Water/Sewer delinquency data for discussion at the meeting.

Board Chair then moved discussion the Agenda Item #4. Mr. Waitkevitch announced that there was a scheduled Tri-Board meeting on August 19th. Agenda for that meeting is still tentative. Mr. Waitkevitch next noted that Board members are now free to begin discussions with department heads, provided that the Town Administrator is copied on those communications. Ms. Lippman asked whether there was a final version of the department assignments available. Mr. Mashburn indicated that he had a copy that he could circulate.

Mr. Waitkevitch went on to list three additional Tri-Board meetings on September 18th, October 16th and November 13th. These meetings would be focused around meeting with departments about FY21 budget proposals. Ms. Gray had general questions about how Board meetings should work with department heads. Mr. Waitkevitch provided a brief overview of how that process worked in FY20 and how we anticipate it will work in FY21.

The Board then discussed the next Finance and Advisory Board meeting. In light of the next scheduled meeting falling on Labor Day, the Board agreed on September 3, 2019 as the next meeting. It is suspected that this meeting would take place in the Town Hall banquet room.

Board Chair then moved discussion to Agenda Item #5. Mr. Harmon suggested adding an agenda item to the next meeting regarding Subcommittee FY21 timelines. Mr. Harmon also asked when the October Town Meeting warrant would be posted. Mr. Waitkevitch added that it might be nice if the Fiscal Guidelines subcommittee could weigh in on any financial articles in the warrant. Mr. Mashburn then introduced a motion to adjourn. Mr. Harmon seconded; all in favor.