

**FINANCIAL ADVISORY COMMITTEE  
JUNE 20, 2018**

**PRESENT:** PAULO DEOLIVEIRA, (CHAIR), LES BAYNES, STEVE JORDAN, MORT FEAREY, JANE CHITTICK  
**OTHER:** PAUL MOHAIR (COA), KIM LUCAS (HR), PAM DOLBY

**MR. DEOLIVEIRA CALLED THE MEETING TO ORDER AT 4:00PM.**

MR. MOHAIR, MANAGER OF THE COUNCIL ON AGING, ADDRESSED THE FAC TO REQUEST A TRANSFER OF \$987.00 FROM THE RESERVE FUND TO THE COA'S OPERATING BUDGET, TO REIMBURSE THE DEPARTMENT FOR AN EXPENSE ASSOCIATED WITH THE REPAIR OF THE COMMERCIAL DISHWASHER. MR. MOHAIR STATED THAT HE HAS BEEN AT THE COA FOR SEVEN YEARS AND THIS IS THE FIRST TIME HE IS MAKING A REQUEST FROM THE FAC. MS. CHITTICK ASKED WHETHER THE PURCHASE OF A NEW DISHWASHER MADE MORE SENSE THAN CONTINUING TO REPAIR THE CURRENT ONE. MR. MOHAIR SAID IT WOULD, BUT A NEW ONE WOULD BE \$6,000-\$8,000. MS. DOLBY SUGGESTED THAT HE ASK THE FRIENDS OF THE COA. MR. MOHAIR STATED THAT THE FRIENDS THINK KITCHEN REPAIRS SHOULD BE PAID FOR BY THE TOWN. MR. FEAREY MADE A MOTION THAT THE REPAIRS BE DEFERRED AND INSTEAD A NEW DISHWASHER BE PURCHASED. MR. MOHAIR EXPLAINED THAT THE DISHWASHER HAS ALREADY BEEN REPAIRED, THE FUNDS HE IS REQUESTING ARE A REIMBURSEMENT. THE REQUEST WAS MOTIONED BY MR. BAYNES AND SECONDED BY MS. CHITTICK. NO FURTHER DISCUSSION, VOTE TAKEN AND APPROVED UNANIMOUSLY, 5-0.

MS. LUCAS, HUMAN RESOURCES DIRECTOR, ADDRESSED THE FAC FOR TWO REQUESTS FOR TRANSFER. THE FIRST, A REQUEST FOR REIMBURSEMENT FOR TRAINING AND TRAVEL IN THE AMOUNT OF \$719.22. MR. JORDAN ASKED IF MS. LUCAS HAD ALREADY ATTENDED THIS TRAINING. MS. LUCAS RESPONDED THAT SHE HAD NOT. THE FAC ASKED ABOUT THE INFORMATION PROVIDED THAT STATES THE REGISTRATION DEADLINE FOR THE COURSE IS SEPTEMBER 6, 2018. MS. LUCAS STATED THIS WAS INCORRECT, SHE WAS REQUIRED TO REGISTER BEFORE THE END OF JUNE. MR. JORDAN ASKED WHETHER THE REIMBURSEMENT SHOULD WAIT UNTIL AFTER JULY 1. MS. LUCAS STATED THAT SHE HAD ALREADY PAID OUT OF POCKET. MR. JORDAN ASKED WHETHER THE FAC HAS EVEN BEEN ASKED TO PAY FOR TRAINING IN THE PAST. MS. LUCAS SAID THAT THIS IS NEW FOR THE TOWN. MR. DEOLIVEIRA ASKED ABOUT THE \$5,000 LINE ITEM IN MS. LUCAS' BUDGET FOR TRAINING/TUITION. MS. LUCAS STATED THAT SHE PAID THE ENTIRETY OF A \$1300 BILL FOR MUNIS TRAINING FOR OTHER DEPARTMENTS AND SAID THAT THE \$5K IS NOT MEANT SOLELY FOR HR, IT'S ORGANIZATIONAL TRAINING AND INCLUDES OTHER DEPARTMENTS. THE FAC REVIEWED THE OTHER TRAINING EXPENSES INCURRED BY THE HR DEPARTMENT AND GENERALLY AGREED THAT FUNDS FOR TRAINING SHOULD COME FROM THE DEPARTMENT BEING TRAINED. MS. DOLBY COMMENTED THAT THERE WILL BE MORE MUNIS TRAINING TO COME. MR. DEOLIVEIRA ASKED MS. DOLBY FOR GUIDANCE ON HOW TO PROCEED. MS. DOLBY STATED THAT THE REQUEST WAS AN FY18 BILL AND SO IT MUST BE PAID IN FY18; HER ADVICE MOVING FORWARD WOULD BE TO AVOID SITUATIONS LIKE THESE WHENEVER POSSIBLE. THE REQUEST WAS MOTIONED BY MR. JORDAN AND SECONDED BY MS. CHITTICK. MR. BAYNES ASKED MS. LUCAS WHO SHE RECEIVED APPROVAL FROM TO SIGN UP FOR THIS TRAINING; MS. LUCAS SAID THE PERSONNEL BOARD. MR. BAYNES COMMENTED THAT HE HAS AN ISSUE WITH THIS PROCESS, AND ASKED WHETHER IT WAS ALLOWABLE FOR ONE BOARD TO APPROVE AN EXPENSE THAT IS LATER DEFERRED TO ANOTHER BOARD. MS. DOLBY STATED THAT THE PROCESS IS TO NOT SPEND MONEY YOU DON'T HAVE AND SOMEONE SHOULD HAVE ASKED THE FAC PERMISSION PRIOR TO THIS POINT. NO FURTHER DISCUSSION, VOTE TAKEN AND APPROVED UNANIMOUSLY, 5-0.

MS. LUCAS ADDRESSED THE FAC FOR A SECOND REQUEST FOR TRANSFER IN THE AMOUNT OF \$9,221.84 TO BE ADDED TO THE HR DEPARTMENT'S SALARY AND WAGES ACCOUNT. MR. DEOLIVEIRA ASKED MS. LUCAS WHY THIS WAS NOT ADDRESSED LAST FALL. MS. LUCAS RESPONDED THAT SHE WAS TOLD THE NEW COMPENSATION STUDY WOULD ADDRESS IT AND THAT SHE WAS TOLD BY THE TOWN ACCOUNTANT THAT THERE WASN'T ENOUGH MONEY TO GO AROUND IF MS. LUCAS RECEIVED HER FULL SHARE, SO SHE WOULD NOT BE RECEIVING IT. THE FAC ASKED ABOUT THE DISCREPANCY IN MS. LUCAS' SALARY BUDGET REQUEST SHEET, WHICH INDICATES THAT SHE WORKS 35 HOURS, AND THE FACT THAT SHE IS WORKING 40. MS. LUCAS STATED THAT SHE HAS BEEN WORKING 40 HOURS SINCE SHE STARTED LAST SPRING. MR. JORDAN COMMENTED THAT THE PERSONNEL BOARD IS CREATING SOME CONCERNING SITUATIONS AND THAT THE TWO COMMITTEES SHOULD MEET TO GET ON THE SAME PAGE. MR. BAYNES ASKED MS. LUCAS IF THIS TRANSFER WOULD BE THE FINAL CLEAN-UP FOR HER TO GET HER SALARY ACCOUNT UP TO DATE; MS. LUCAS ASSURED HIM IT WOULD. THE REQUEST WAS MOTIONED BY MR. BAYNES AND SECONDED BY MR. JORDAN. NO FURTHER DISCUSSION, VOTE TAKEN AND PASSED UNANIMOUSLY, 5-0.

MR. BAYNES ASKED MS. DOLBY IF THE ADDITIONAL MUNIS TRAINING WAS DRIVEN BY THE AUDITOR'S REPORT; MS. DOLBY SAID BASICALLY, YES.

MR. DEOLIVEIRA ASKED WHETHER THERE WERE ANY APPLICANTS FOR THE FAC CLERK POSITION. MS. LUCAS SAID THERE WAS ONE APPLICANT. MR. DEOLIVEIRA ASKED WHAT THE PROCESS FOR HIRING SOMEONE WOULD BE, WHETHER IT'S THE DECISION OF THE FAC, THE HR COORDINATOR OR THE BOARD OF SELECTMEN. MS. DOLBY SAID THE FAC SHOULD INTERVIEW THE APPLICANT OR RE-ADVERTISE FOR THE POSITION. MS. LUCAS WENT TO RETRIEVE THE APPLICATION FOR THE COMMITTEE TO REVIEW.

THE FAC REVIEWED AND APPROVED THREE CHAPTER 77 REQUESTS. THE FIRST, FROM THE CEMETERY DEPARTMENT, WAS A REQUEST TO TRANSFER \$6,000 FROM SALARIES TO EXPENSE. MS. DOLBY STATED THAT THIS TRANSFER WOULD ACTUALLY BE FROM THE CEMETERY SALARIES TO THE HIGHWAY EXPENSE. THE SECOND, FROM THE BOARD OF HEALTH, WAS A REQUEST TO TRANSFER \$3,312.10 FROM EXPENSE TO THE FOOD INSPECTOR SALARY FOR A NEWLY UPGRADED POSITION. THE THIRD, FROM THE OFFICE OF THE TOWN ADMINISTRATOR, WAS A REQUEST TO TRANSFER \$31,000.00 FROM BLUE CROSS/BLUE SHIELD TO FIRE, LIABILITY, WORKER'S COMP, AND \$11,500.00 FROM BLUE CROSS/BLUE SHIELD TO LEGAL. MS. DOLBY EXPLAINED THAT WORKER'S COMP WAS A MUCH LARGER EXPENSE THAN USUAL THIS YEAR.

A MOTION WAS MADE AND SECONDED TO APPROVE ALL THREE CHAPTER 77 REQUESTS. NO DISCUSSION, VOTE TAKEN AND PASSED UNANIMOUSLY, 5-0.

THE FAC REVIEWED THE RESUME OF THE APPLICANT FOR THE CLERK POSITION. MS. CHITTICK SUGGESTED THAT AN INTERVIEW BE SCHEDULED. MS. LUCAS OFFERED SOME UPDATES ABOUT WHAT IS APPROPRIATE TO ASK A PROSPECTIVE EMPLOYEE IN AN INTERVIEW, FOR EXAMPLE, ASKING ABOUT A SPOUSE'S OCCUPATION OR HOUSING IS NOT ACCEPTABLE. MS. MULINARE ASKED MS. LUCAS TO CLARIFY THAT AN APPLICANT'S HOUSING SITUATION COULD NOT BE CONSIDERED WHEN EVALUATING THE APPLICANT. MS. LUCAS CONFIRMED THAT HOUSING CANNOT BE BROUGHT UP OR CONSIDERED IN AN EVALUATION. MS. LUCAS TOLD THE COMMITTEE THAT THEY WOULD BE PROVIDED WITH QUESTIONS TO ASK THE APPLICANT AND THEY CANNOT DEVIATE FROM THAT SCRIPT. MS. LUCAS ASKED THE FAC WHEN THEY WOULD LIKE TO INTERVIEW THE APPLICANT. THE FAC DECIDED TO SCHEDULE A MEETING FOR WEDNESDAY, JUNE 27, 2018 AT 4:00PM TO INTERVIEW THE APPLICANT; MS. LUCAS SAID SHE WOULD REACH OUT AND INVITE THE APPLICANT FOR AN INTERVIEW AT THAT TIME AND DATE.

THE FAC DISCUSSED WHO THEIR CLERK SHOULD BE REPORTING TO. MR. BAYNES COMMENTED THAT IT'S NOT THE FAC'S ROLE TO EVALUATE THAT POSITION OR BE THE FINAL AUTHORITY ON THE HIRE; HE THINKS IT SHOULD BE OVERSEEN BY THE TOWN ADMINISTRATOR AS THE FAC'S PRIMARY FUNCTION IS TO EVALUATE THE FINANCES, NOT PERSONNEL. MS. LUCAS STATED THAT BECAUSE THE FAC WILL BE IN DIRECT CONTACT WITH THE EMPLOYEE, THEY SHOULD BE THE GROUP RESPONSIBLE FOR THE EVALUATION OF THAT EMPLOYEE.

MS. LUCAS READ ALOUD THE FAC CLERK'S JOB DESCRIPTION.

THE FAC REVIEWED THE YEAR-END BUDGET REPORT AND SIGNED OFF ON IT.

A MOTION WAS MADE AND SECONDED TO APPROVE THE DRAFT MEETING MINUTES. THE FAC UNANIMOUSLY APPROVED THE MEETING MINUTES FROM 2/21/18, 4/18/18 AND 5/23/18 AS PRESENTED.

THE FAC APPROVED PAYROLL.

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 5:20PM.

RESPECTFULLY SUBMITTED, JULIET MULINARE, ASSISTANT