

**TOWN OF MILLVILLE
FINANCE COMMITTEE**

MINUTES OF MEETING

OCTOBER 24, 2016 – 6:00 P.M.

Board Members Present: Chairman, Paul Ouellette; Clerk Brian Pacheco; Member Erica Blake
Board Members Absent: Vice Chairman, Michael Foster

Finance Committee Member Paul Ouellette called meeting to order at 6:05 p.m. with a Pledge of Allegiance.

RE-ORGANIZATION

P. Ouellette noted the committee needed to reorganize, since Mr. Rich Crivello was no longer on the committee and served as the former Chair. He reviewed the process with the two committee members present and offered to entertain separate motions to nominate a Chair, Vice Chair and Clerk for the committee. There was some discussion about the value related to the experience and tenure of some existing committee members. B. Pacheco thought P. Ouellette and M. Foster would be in good position to serve in leadership role and E. Blake agreed.

On motion by B. Pacheco, second by E. Blake, the Committee votes unanimously to appoint Paul Ouellette as Finance Committee Chairman.

P. Ouellette accepts the appointment and presides over the remainder of the meeting as Chair. He voiced his support for M. Foster to serve as Vice Chair.

On motion by P. Ouellette, second by E. Blake, the Committee votes unanimously to appoint Michael Foster as Finance Committee Vice Chairman.

He then notes that the role of clerk will enable a member to get to learn the “ins and outs” of the Town’s financial processes.

On motion by E. Blake, second by P. Ouellette, the Committee votes unanimously to appoint Brian Pacheco as Finance Committee Clerk.

TOWN HALL UPDATE

Town Administrator J. Callahan provided the committee with details of what has transpired, since the order to vacate Town Hall was received. She noted an engineering report and environmental health report were done to assess problems with the building. She informed the committee discussions are ongoing with the Town’s insurance provider. She described the deliberations and recommendations recently made by the Municipal Center Building Relocation Committee to the Board of Selectmen to relocate municipal operations to the Millville Memorial Legion Hall Post 411.

She noted the BOS signed a License Agreement the previous week to allow the town to begin to make necessary improvements to convert the Legion Hall into municipal office space. She indicated a more long term lease would need to be negotiated in the near future, after gaining town meeting approval to enter into such an agreement. She provided an outline of her budget strategy to allow improvements to proceed without delay by requesting a Reserve Fund Transfer of \$35,000.00 to a Town Hall Building Repairs & Maintenance Account which would be used for such improvements. She also indicated it is her recommendation, with the support of the Board of Selectmen, to request the entire amount of the transfer be returned at Town Meeting via the adoption of a warrant article asking for

said amount to be drawn from Stabilization Fund and placed back into the Finance Reserve Fund Account. P. Ouellette read aloud the entire transfer request and asked for a motion to accept as read.

On motion by B. Pacheco, second by E. Blake, the Committee votes unanimously to approve a reserve fund transfer of \$35,000.00 to be placed in an account to be used to begin making improvements to the Legion Hall.

All signatures were obtained for the Reserve Fund Transfer Form.

TOWN MEETING

The Town Administrator distributed a schedule with regards to the Town Meeting set for Wednesday, November 30, 2016. Based on the schedule, she recommended the Finance Committee consider holding a public hearing and meeting on Monday, November 21, 2016 at 6:00 p.m. to review and make recommendations relative to Town Meeting Warrant Articles.

On motion by B. Pacheco, second by E. Blake, the Committee votes unanimously to schedule a meeting and hold a public hearing on Monday, November 21, 2016 at 6:00 p.m. to review and make recommendations concerning warrant articles for the Special Town Meeting.

ADJOURNMENT

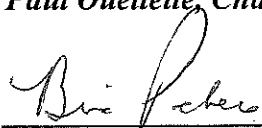
On motion by B. Pacheco, second by E. Blake, the Committee votes unanimously to adjourn the meeting.


Respectfully Submitted By:

Jennifer M. Callahan, Town Administrator

Approved By Finance Committee:



Paul Ouellette, Chairman

Brian Pacheco, Clerk

Erica Blake, Member