

Finance Committee Meeting
Minutes of Meeting 7-16-18

Aquinnah Town Hall Selectmen's Meeting Room

Members present: Chairman Allen Rugg, Mark Foster

Members not present: Tom Murphy

Also present: Town Accountant Emily Day, Board Administration Assistant Sophia Welch and Jay Macleod

- The meeting began at 10:01am

- Emily presented the Committee with the end of year transfer report. Emily noted that the State allows for transfers from under budget accounts to over extended accounts, but Towns must identify the balance of accounts prior to transfers. The report showed that the expenses for the year were approximately \$17,000 under budget (trend over the last several years). The following line item expenses were discussed:

Snow and Ice line item: This year the line item was \$9,000 higher than last year. The State allows overextension of this line item because there is no way to predict the future. Emily noted that in the past when the line item was under budget the Town rolled that amount into the following years budget.

Telephone line item: This year the account was \$1,600 over but it was due to the one-time upgrade of a phone system and is not an on-going trend.

Data Processing line item: This year there was a \$3000 overage due to computer recovery and ongoing internet issues that needed to be fixed. Emily suggested that the Committee look at expanding this line item in next year's budgeting process because of the increase of technology costs.

Town Report line item: Emily pointed out that this line item is consistently coming in over budget and suggested to look into increasing the line item next year to reflect permanent increase and/or look into other avenues for printing of the town report.

Town Clerk Expenses: This year there was overage, however, it was due to the one-time expense of transiting to a new Clerk and training.

Public Works Expenses: There is an overall trend of the DPW budget overage and is partly due to the projects and maintenance absorbed by the department for work at the Cliffs and Lighthouse.

Gas/Oil line item: There was an overage this year and Emily suggested that the Committee consider increasing the line item. There was discussion on whether the Town has a contract with the gas/oil providers.

Board of Health Expenses: This year there was overage, however, it was due to the one-time expense of transiting to a new assistant.

Workers Compensation line item: Emily suggested the Committee look at increasing this line expense during next year's budgeting process.

There was brief discussion regarding the Police budget. There was brief discussion concerning the transfer request and how it will translates into next year's budget.

Mark made a motion to approve the requested transfers as presented. Motion was seconded by Allen. The Committee voted 2-0, the motion passed. Allen and Mark signed the transfer request.

- Next the Committee reviewed the 7/13 meeting minutes. Allen made a motion to approve the 7/13/18 minutes as

presented. Mark seconded. The Committee voted 2-0, the motion passed.

- With no other business to discuss, a motion was made and seconded to adjourn.
The Committee voted 2-0 in favor. The motion passed.

- The meeting ended at 10:26am.

Respectfully submitted, Sophia Welch, Board Administrative Assistant