

**TOWN COUNCIL MINUTES
BUDGET/MANAGEMENT COMMITTEE
Town Hall Council Chambers
June 3, 2019, Monday**

Present: Michael Molisse, Chairman
Christopher Heffernan, Councilor
Maureen Kiely, Councilor
Jane Hackett, Councilor
Brian McDonald, Councilor

Also Present: Joseph Callanan, Town Solicitor
Richard Swanson, Town Auditor

Recording Secretary: Mary Barker

Chair Molisse called the meeting to order at 6:03 PM.

19 022-Contract for Independent Audit

Auditor Swanson was invited to the table to review the process. He provided an analysis of quantitative and qualitative criteria of each proposal responding to the RFP by 5/3/19. All three firms addressed the content and scope of services. Each price was competitive. He went into the details of the responses.

During this discussion, Councilor McDonald arrived (6:05 PM).

Each of the respondents have separate government audit divisions. He recommended awarding the contract to Melanson Heath & Co. and outlined his reasons, particularly due to government reporting changes to take place in the next year, and the town's current CFO vacancy.

During the deliberation, Councilor Hackett arrived (6:10 PM).

Chair Molisse noted that the firm has proven that it produces quality work and is very responsive. Councilor Kiely suggested if status quo works, then the continuity should be maintained. Councilor McDonald reported that he worked with the firm in the past and agrees with the recommendation.

Vice Chair Hackett suggested it also makes sense to change auditors, but based on past experience it also makes sense to continue with them. She suggested the Council should look to change auditors after this contract cycle.

A motion was made by Councilor Hackett to forward measure 19 022 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Heffernan. UNANIMOUSLY VOTED.

19 071-Line Item Transfer from Employee Benefits Health Insurance to Employee Benefits Workers' Compensation

Caroline LaCroix presented the measure requested to cover bills in the Workers Compensation account- insurance and medical bills, third party billing to get through the end of the fiscal year.

Auditor Swanson reported that he reviewed MUNIS and confirmed the balance in the line is zero and the health insurance account has \$2.389 million and, based how the expenses trended, there is money available to appropriate.

A motion was made by Vice Chair Hackett to forward measure 19 071 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Heffernan. UNANIMOUSLY VOTED.

19 072-Legal Department Line Item Transfer/Supplemental Appropriation Request

Solicitor Callanan presented the measure. This is his fourth time requesting additional funding to assist in the town's fight against the compressor station. There have been many days of hearings, and days of delayed hearings, and bond appeals. More are scheduled which require additional legal time and outside advice. A line is set aside for settlement judgments- which is meant for unanticipated judgments, but there haven't been any this year, so funds are available to transfer.

Auditor Swanson provided an analysis of the account to the Council. He received and examined the invoices that support the request. Funds will provide payments through June 30th. The balance in the reserve fund also supports the request.

Vice Chair Hackett commended Councilor Haugh for her work in the fight. A motion was made by Vice Chair Hackett to forward measure 19 072 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Heffernan. UNANIMOUSLY VOTED.

19 073-Appointment to the Fourth of July Committee- Matthew Murray

Mr. Murray was invited to the table to review his qualifications and interest in the appointment.

A motion was made by Vice Chair Hackett to forward measure 19 073 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Heffernan. Mr. Murray reported that he could not stay for the Council meeting as he has a scout troop meeting. UNANIMOUSLY VOTED.

19 074-Appointment to Scholarship Fund Committee-Michael Grafton

Mr. Grafton was invited to the table to review his qualifications and interest in the appointment. Councilor Kiely thanked him for contributing to the Scholarship Committee.

A motion was made by Vice Chair Hackett to forward measure 19 074 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Heffernan. UNANIMOUSLY VOTED.

19 075-Appointment to Veterans' Council-Gerald Burke

Mr. Burke was invited to the table to review his qualifications and interest in the appointment. Frank Burke, prior Veterans' Agent, was on hand to support his appointment.

A motion was made by Vice Chair Hackett to forward measure 19 075 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Heffernan. UNANIMOUSLY VOTED.

ADJOURNMENT

At 6:31 PM, there being no further business, a motion was made by Vice Chair Hackett to adjourn and was seconded by Councilor Heffernan. UNANIMOUSLY VOTED.

Attachment: Auditor Swanson proposal analysis

Respectfully Submitted by Mary Barker as Recording Secretary.

Approved by Michael Molisse as Budget/Management Committee Chairman
Voted unanimously on 17 June 2019