



Franklin Regional Council of Governments Finance Committee

Meeting: Finance Committee Minutes

Date	Thursday, July 14, 2011	Location	Room 102 FC Courthouse 425 Main St. Greenfield, MA	Facilitator	Ann Banash, Chair
Time	6:00 PM	Duration	1.75	Call in # PIN Code	

ATTENDEES:

COMMITTEE MEMBERS:

Ann Banash, Reg. Elected Rep.
Michelle Giarusso, Leyden
Tom Lively, Heath
John Payne, Shelburne
Lynn Sibley, Whately

STAFF:

Pat Auchard, Director of Finance
Linda Dunlavy, Executive Director
Leah Gibson, Ex. Admin. Asst.

GUESTS:

Pat Squilante, Melanson Heath

ABSENT:

Pat Allen, Montague
Tom Sharp, Erving

Agenda items	Point Person(s)	Discussion and Motions
1. Approval of Minutes of 2/16/11	Ann Banash	Michele Giarusso motioned to accept minutes of 2/16/11, Tom Sharp seconded. Passed unanimously.
2. REPC Discussion & Potential Budget Endorsement	Linda Dunlavy Tracy Rogers	<p>Linda presented an informational memo Phoebe had put together explaining what lead up to a letter sent to towns and Tier II filers asking for \$100 - \$250 contribution for F12 expenses of the REPC. A letter from Attorney Donna MacNicol clarified that it was ok to charge for this service. MEMA has given us \$5,000 for the period 5/5/121 – 9/30/11 for expenses moving forward but not for any reimbursements. Pat has put together a budget and is asking the Finance Committee to approve it. The budge assumes that each town will pay \$100. Many towns did include the \$100 in their FY 12 budget planning. If towns are unable to fund the 4100 in FY12, the budget will be amended accordingly. The REPC budget will go through all FRCOG channels and approvals in FY13.</p> <p>Mihcele Giarusso moved to approve the FY12 budget for the FRCOG/REPC program in the amount of \$4,200 to be funded with fees from REPC member towns and Tier II filers and to include the use of Tier II fees that are collected in FY11 for use in FY12. Tom Sharp seconded. Passed unanimously.</p>
3. Review 2011 Audit	Pat Auchard	<p>Pat asked members if there were any questions about the 2011 Audit. She reviewed with them some of the highlights.</p> <p>John Payne said that he finds it difficult to see how any entity can have no issues found by an audit. Pat suggested we have the Auditors come in and talk to us to see how or what we can do to be better. Several times per year we call the auditor with questions regularly to ensure we are accounting and reporting correctly. She will try to have them come to the next Finance Committee meeting.</p>
4. FRTC Expenses <ul style="list-style-type: none"> • FFE Undate • Logo, Brand, Web 	Linda Dunlavy	<p>Linda said there is nothing to say about the FFE at this point except that we are looking for a consultant to work with us on it.</p> <p>Linda said that since we are moving and will be changing our address, now is a good time to update our logo. We will also need to change our website to match the logo and should use this opportunity to</p>

		<p>update the website to a content management system. Linda has talked with three consultants to redo our logo, branding work, and website and have received three price quotes; \$10,000; \$10,000 for logo and branding only; and one for \$55,000 or higher depending on level of work. She reviewed a summary sheet with members and felt that DIF Design out of Springfield would give us the most for the money.</p> <p>Michele Giarusso moved to accept DIF Design for \$10,000. Tom Sharp seconded. Passed. I abstention.</p>
5. Set July Meeting Date	Linda Dunlavy	The next Finance Committee meeting will be Thursday, July 14, 2011 at 5:30 p.m.
6. Topics not reasonably anticipated 48 hours in advance of meeting	Linda Dunlavy	<p>John Payne said that Shelburne has a good website but they find it difficult to keep it updated. He wondered if the COG had heard from others and if it was something we could and even wanted to take on as a shared project.</p> <p>John also asked Linda if there were accounting standards for Shelburne. Linda will talk with Joyce Muka about this.</p> <p>There are grants available to towns but the paper requirements are very difficult and time consuming. John wondered about this as well.</p> <p>The FRCOG has been informed by legal counsel that our policy to fund retiree health insurance of past employees but not their spouses or dependents has been found illegal by the Attorney General, MA GIC and MA DOR. This puts a larger liability on the FRCOG and our towns that we will need to think about in the near future. Members felt we should lobby our legislators and get this law changed.</p>
7. Adjournment		Meeting adjourned at 7:15 p.m.