

Swampscott Finance Committee Meeting
Tuesday, December 5, 2017
7:00

Attending: Marzie Galazka (chair) Polly Titcomb, Jill Sullivan, Mary Ellen Fletcher, William Jones, Joan Hilario, Tim Dorsey, Cinder McNerney

Absent: Gail Rosenberg

Additional attendees: Ron Mendez (ATA Administration and Finance), Cheryl Herrick-Stella (Town Accountant).

Motion to approve the minutes for May 10, July 10, September 11, and October 30 2017. Jones/Fletcher. Approved 8-0.

Ms. Stella went over a report of actuals for the prior three fiscal years and Fiscal '18 YTD. Ms. Stella and Mr. Mendez indicated that there is nothing particularly surprising in this report. Apex Computers is providing our IT director services, replacing our IT staff. They help with the day-to-day IT operations, but also have some particular expertise that allows us to do projects: converting various departments to the same phone system, converting the town to Office 365, conducting an analysis of all the desktop computers to eliminate the units that were running on Windows XP. Mr. Mendez indicated that we will expend slightly more than budgeted this year due to some items being expended out of the wrong fund. The administration is doing an analysis of what level of services is appropriate from the IT service. Some capital projects will be recommended in the next fiscal year.

In the school budget – FY 15 and 16 information is presented prior to shifting of many accounts to line up with DESE standards. Ms. Stella will also provide the sort of report for the school numbers that will show budget versus actuals. We will be asking for the End of Year Report from the schools.

FY 19 Budget training has occurred with department heads. They learned about the new budget process and MUNIS. Preliminary numbers came in last Friday. Meetings will take place between departments and the Finance staff to refine the budget. The process now is zero-based – each department budget is built from scratch.

The appropriation for the pension liability will remain constant next year: the discount rate was lowered to 7.5% in line with discount rates across the state, but because we paid a balloon payment last year that took care of a retirement incentive from a number of years ago, the appropriation will remain flat.

Mr. Mendez then went over the presentation that the Selectmen used to set the tax rate a week ago. The finance committee discussed this presentation with Mr. Mendez. Motion to adjourn: McNerney/Jones.

