

**Wellfleet Finance Committee**  
**715 Old King's Highway, Conference Room**  
**Wednesday December 18, 2019, 7:00pm**  
**Meeting Minutes**

**Members Present:** Fred Magee, Chair; Kathy Granlund, Vice Chair; Ira Wood, Janet Loewenstein, Linda Pellegrino, Stephen Polowczyk, Bob Wallace, Sarah Robin

**Members Absent:** Jeff Tash

**Others Present:** Rebekah Eldridge, Committee Secretary; Suzanne Grout-Thomas, Gene Ferrari, Town Accountant

Chair called the meeting to order at 6:59pm

**Announcements, Open Session & Public Comment:** Note: Public comments must be brief. The board will not deliberate or vote on any matter raised solely during announcements & public comment.

Chair Magee welcomed Sarah Robin to the finance committee and explained to the board that she will be an alternate for the committee.

The committee discussed sending a letter to the selectboard regarding Jeff Tash's leave of absence. **Polowczyk moved to send a letter to keep Tash on the finance committee once he returns, Granlund seconded the motion, motion carried 8-0**

**Dates to meet with department heads**

- Schedule winter meeting dates to meet with each department head regarding their department's budgets.
- The board discussed the upcoming meetings with department heads:
  - January 15, 2020 ~ Fire Chief, Richard Pauley and Police Chief, Michael Hurley
  - January 22, 2020 ~ DPW, Mark Vincent; Water Commissioners, Jim Hood; Wastewater, Curt Felix
  - January 29, 2020 ~ Shellfish, Nancy Civetta; Harbormaster, Michael Flannigan; and Dredging, Dennis Murphy
  - February 12, 2020 ~ Beach, Suzanne Grout-Thomas; Recreation, Becky Rosenberg; Library, Jennifer Wertkin
  - February 19, 2020 ~ Schools, Thomas Conrad; CPC, Mary Rogers
  - March 25, 2020 ~ Will be warrant review
- The board discussed meeting with the selectboard
- **Loewenstein moved to accept the schedule as printed, Polowczyk seconded, carried 8-0**

## **Town Accountant**

- Chair Magee introduced the town Accountant Gene Ferrari, Ferrari explained to the board that he was unfamiliar with the old finance system used by the town BSI and is very comfortable with the new system that is now being used VADAR. He gave a little update on his background to the committee. He expressed to the board that the VADAR system is much easier to use but converting the old system to the new system is proving to be very difficult. He explained that he is doing a lot of searching and figuring out how to move accounts over. Polowczyk asked how many towns on the cape are using VADAR, Ferrari said Brewster is using this and other towns across Massachusetts are also using it. Granlund asked if there were concerns for the integrity of the information, Ferrari stated he didn't think that was an issue but explained that the books for 2019 were supposed to be closed when he began working for the town, but they are not yet closed. Ferrari gave the committee print outs of the last few years budgets and actuals. He explained what it was, he stated the first couple paged was the FY20 budget by department, what they are allocated (which is the budgets) the debits are expenses, credits are refunds and the last column is where the department stands today (remaining balance). The second packet is revenues for FY20, by department. He stated the two previous years are by expenditures. The board looked over the packets and Chair Magee asked Ferrari if it would be difficult to pull data out of the old system and get it into the new system. Ferrari explained that the data cannot be converted, there will still be data in the old system that they will have access to and will be able to pull reports from the BSI system, but it will not be able to be converted. He said trying to figure out which account goes to which department is difficult and will take some time. HE stated the trouble that they are having with department heads and his assistant is that the old system was in use for such a long period of time trying to switch and convert to a new system is difficult. Polowczyk asked about an audit, Ferrari said the town is audited every year and isn't an issue. The committee decided that it would be best for Ferrari to come back to them in March when he has a better feel for the system and looking forward with the new system. Chair Magee asked Ferrari in looking at the budget where would he be best used, Ferrari stated that he will be helpful looking forward instead of backwards. The committee asked Ferrari how long it will be before he is officially set up and everything coded and where it needs to be, He stated that it shouldn't be an issue getting everything over. Ferrari expressed to the board that his goal was to make accounts simpler and that he would print anything out that the board needs in the future.

## **Town Planning**

- Suzanne Grout Thomas presented to the board as the chair of the Local Comprehensive Planning Committee. She explained to the board that at this point she doesn't have any cost elements, explaining the extent of the documents from the original plan and trying to figure out what needs to change. She stated that have some data from a few years ago that they plan to use. She explained to the committee that there is a new regional policy plan and the local comprehensive plan needs to reflect the values of the regional policy plan. She informed the board that there was a change in how the plan works. Instead of listing issues the town is having and how the town plans to fix those issues, the town designates

place types as defined by the Cape Cod Commission. You put your activities, goals and needs into those place types. She gave an example, everything that has to do with water is put into one place type. Thomas went on to discuss shellfish and how that will part of its own place type. She believes this plan will take less than the usual three-years. Chair Magee asked if this plan is intended to drive departments or is it just a document to have. Thomas explained that this is a required document and a new one must be done every two years. Polowczyk asked if the wastewater committee was part of the plan and Thomas told him that yes it was. The committee went on to discuss goals being created by the committee, Thomas told the committee that once the draft is put together it will go out to the boards and committees in Wellfleet so they have an idea on what they've created and can comment and add to it. Chair Magee asked if this can be used with the Finance Committees strategic plan or if they are separate plans. Thomas stated her committee is looking for input from the boards. Chair Magee thanked Thomas for coming in and speaking with them and sharing her knowledge.

**Minutes:**

- October 23, 2019 ~ **Polowczyk moved to approve the minutes as printed, Loewenstein seconded, motion carried 8-0**
- November 20, 2019 ~ **Polowczyk moved to approve the minutes as printed, Wood seconded, motion carried 8-0**

**Polowczyk moved to adjourn, Granlund seconded the motion; motion carried 8-0**  
**Meeting adjourned at 8:15pm**