

Minutes
Town of Lexington Appropriation Committee
February 8, 2007

Place and time: Town Hall, room 111, 7:38 p.m.

Members present: Alan Levine (Chair), Deborah Brown (Vice Chair), John Bartenstein (Secretary), Mike Kennealy, David Kanter, Richard Eurich, Rod Cole, Pam Hoffman, Eric Michelson, Rob Addelson (ex officio, non-voting).

Also present: Mary Ellen Dunn, Tom Griffiths, Tom Diaz, George Burnell

The meeting was called to order at 7:40 p.m. with a quorum present.

1. The first order of business was a discussion with Mary Ellen Dunn, Assistant Superintendent for Business and Finance, to discuss School financial issues. We received background information on changes anticipated in the developing school budget. Mary Ellen is looking to update the budget book based on many of the questions she has received from the various boards and citizens. This will hopefully improve the usefulness of the information in the budget book. One area of difficulty for her due to her short tenure in her position is having confidence in staffing and FTE numbers.

Mary Ellen welcomes a financial review committee. She hopes to build better procedures and policies, and this would help that effort. One thing in particular she hopes to do is better train others, such as secretaries and department heads, in using the Munis software system to enable better financial tracking and reporting. She is currently working on better segregation of people vs. accounts.

The time to get all the accounting matters in hand could be as short as several months to as long as a couple of years. This requires a transition from a system of going back and forth between using Excel and Munis, to the exclusive use of Munis. Mary Ellen has lots of experience in using Munis and understands what needs to be done, but needs to bring the other users along too.

Mary Ellen gave a list of some examples of problems that arose last year. For example, vendors sending invoices without purchase orders, wrong bills being sent, and mishandled encumbrances.

SPED cost estimation was also discussed. The financial secretary does the projections. The difficulty of estimating costs for unknown students was discussed. How the circuit breaker money is budgeted was covered.

February 8, 2007

2. The proposed new DPW facility was discussed next. David Kanter discussed the fact that the project was tightly fit to the operational and programmatic needs of the DPW. Esthetics and design issues were also discussed.

The AC voted unanimously to endorse the current direction of the work to revisit the DPW project; to be sure the programmatic needs are well supported and that the design is adjusted to best fit the needs in a cost effective manner; and to support the continued effort to proceed with the design document work.

The meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Rod Cole

Approved December 5, 2007