

Town of East Bridgewater Finance Committee

175 Central Street

East Bridgewater, MA 02333

Town Hall, 2nd floor Conference Room



Finance Committee Meeting Minutes December 18, 2018

Members present: Crystal Hudson, Michele Ahern, Dan Picha, Melanie Dean, Laura Sebastyn

Member(s) absent: Jennifer Kitchenham

Selectman Liaison:

Guest(s):

1. Meeting called to order at 7:05 pm by Michele Ahern
2. Approved Meeting Minutes of Prior Meetings
 - a. ***November 13, 2018***
 - i. ***Motion to accept the minutes of November 13, 2018 as written***
 - ii. ***M/S Picha/Hudson***
 1. ***Motion 5-0-0***
3. New Member Orientation
 - a. The Committee briefly discussed the budget training sessions that were recently held, and all agreed they were very informative.
4. Open Items
 - a. The committee received a letter from the Superintendent inviting the Finance Committee to a kickoff meeting for the teacher contract negotiations. The meeting will be held on Tuesday, January 8, 2019 at 5:00 pm. Michele will RSVP for the Committee.
 - b. Transfer Request – the DPW has requested a transfer in the amount of \$2,500 (see attached) to repair and replace sections of the fencing around the Eastern State Steel property. The town is planning on applying for and receiving grant money to continue working on the site, and it is a requirement of the grant that the property be properly fenced in.
 - i. ***Motion to approve the transfer request in the amount of \$2,500 to repair the fence around the Eastern State Steel property.***
 1. ***M/S Sebastyn/Dean***
 - a. ***Motion 5-0-0***
 - c. At the December 17th Board of Selectmen meeting, the Board accepted the resignation of Finance Committee member Tim Armand.
 - d. The Finance Committee needs to appoint a member to the Capital Committee for this year. Dan Picha has expressed interest in filling that role.
 - i. ***Motion to appoint Dan Picha the Finance Committee Liaison to the Capital Committee***
 1. ***M/S Ahern/Hudson***
 - a. ***Motion 5-0-0***

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- e. Committee Reorganization – Since the committee lost a member who was serving as the Vice Chair, the committee will need to fill that position.
 - i. ***Motion to Laura Sebastyn as Vice Chair of the Finance Committee***
It was discussed that since a member of the committee was absent, that the committee would table the reorganization until the next meeting.
 - ii. ***Motion to table the discussion of the Board Reorganization until the next meeting***
 - 1. ***M/S Hudson/Picha***
 - a. ***Motion 5-0-0***
- 5. Budget Season –
 - a. Michele passed out the updated liaison grid. Members were encouraged to reach out to their respective departments with an introductory email.
 - b. The Department Head meeting was held today, and each department was asked to prepare a 2% increase budget. The department heads were given a due date of February 1, 2019, which is later than our initial drafted timeframe. Michele will reach out to George Samia tomorrow to discuss if the timeline can be pushed up.
 - c. The group discussed a standardized list of questions that the committee could use for all of the department meetings. Michele gave some sample questions. She will email the group the list and asked each member to add any additional questions. They will be compiled for the next meeting.
- 6. Next Finance Committee Meeting
 - a. The next meeting will take place after the Holidays.
- 7. Meeting Adjournment
 - Motion: To adjourn the meeting at 8:15 pm***
M/S Hudson/ Picha Motion Passed 5-0-0

Laura Sebastyn, Clerk



TOWN OF EAST BRIDGEWATER
REQUEST FOR TRANSFER FROM THE RESERVE FUND
(To be submitted in triplicate)

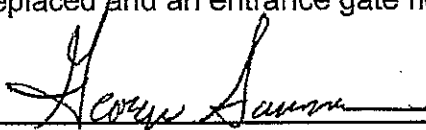
Finance Committee
Town of East Bridgewater

Date: December 18, 2018

Ladies and Gentlemen:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount requested: \$ 2,500.00
2. To be transferred to: 01-199-520-5790
General Govt / Other charges and Expenses
Name of Appropriation
3. Present balance in said appropriation: \$ 594.00
4. The amount requested will be used for: (give specific purpose)
Furnish and install 8' x 20' wide double drive galvalie chain-link gates to match existing, using existing 3" posts. Repair, replace, and install 32' of 8' cedar stockade fence.
5. This expenditure is extraordinary and/or unforeseen for the following reasons:
Perimeter of Eastern State Steel was fenced in approx. 1-12 years ago. The Town is preparing to proceed with another clean-up grant which requires the perimeter to be secure along with an entrance and exit for potential cleanup. Since the initial installation a number of areas of the current fence have fallen over and need to be replaced and an entrance gate needs to be installed.

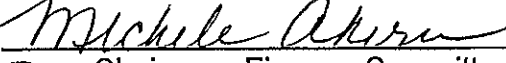
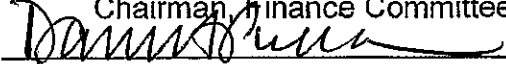


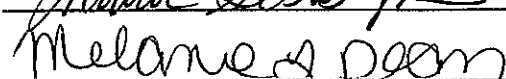

Office or Department Head

Action of Finance Committee

Date of Meeting: 12/18/18
Transfer voted in the sum of \$ 2,500.00

Number present and voting: 5
Transfer disapproved ()

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.


Chairman, Finance Committee





BROCKTON
(508)559-9090 * (508) 587-9090 fax



PROPOSAL
HAWKEYE FENCE, LLC
925 Centre Street (RTE 123)
Brockton, Massachusetts 02302

E. BRIDGEWATER
(508)378-9090

1 COPY

PROPOSAL SUBMITTED TO: East Bridgewater DPW 100 Willow Avenue East Bridgewater, MA 02333 H: (508)378-1620 W: C: (508)922-6433 jhalnes@ebmass.com		JOB NAME/LOCATION: Salesman: Siegel East Bridgewater DPW West Union St & Cook St E Bridgewater (508)922-6433 Dig Safe #. DATE OF PLANS: Fax Number: (508)378-1632 12/18/2018
CONTACT: John Haines		

Furnish equipment, material and labor to:

Furnish and Install 8'x20' wide double drive galvie chanlink gates to match existing, using existant 3" post.

Also repair, replace, reinstall 32' of 8' cedar stockade fence.

Total Lump Sum Price: \$2500.00

As discussed at site visit, Hawkeye will use the recondition, regalvanized pipe to keep overall costs down.

HAWKEYE FENCE IS NOT RESPONSIBLE FOR DETERMINING PROPERTY LINES
ONE YEAR WARRANTY ON LABOR, ONE YEAR WARRANTY ON GALVANIZED MATERIALS
HAWKEYE FENCE RESERVES ALL RIGHTS TO DETERMINE LIABILITY OF DAMAGE DUE TO ACTS OF GOD.

There exist no warrantee on any of our wood products. Wood is a natural product that may crack, split, mildew, twist, and stain.

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: **\$2,500.00**
Price includes materials, tax and labor.

Payment to be made as follows: **Net 30 Days**

Hawkeye Fence Authorized

Signature: _____

Note: This proposal may be withdrawn
if not accepted within 14 days.

Acceptance of Proposal - The price specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.
Hawkeye Fence reserves the right to remove all material for failure of payment as specified after 30 days.
1.5 % monthly finance charge or \$5.00 minimum on all past due accounts.
Hawkeye Fence reserves the right to pass on to customer the manufacturers increase on cost of goods for all contracts.
Not Responsible for Typographical Errors

By accepting this contract, you are also accepting the terms and conditions stated on the Site Preparation Form

Signature: _____ Date: _____

Signature: _____ Date: _____

Credit Card Auth.: [] MC [] Visa [] Amx No. _____ Expiration Date: ____/____/____