

Advisory Committee
April 12, 2016
Faculty Dining Room
Wellesley Middle School

Tom Frisardi called the meeting of the Wellesley Advisory Committee to order at 6:20pm. Those present included Mary Crown, Tom Fitzgibbons, Chad Harris, Mike Hluchyj, Mark Kaplan, Michael Mastrianni, Frank Pinto, Alena Poirier, Sara Raveret, Mason Smith, Scott Tarbox, and Kathleen Woodward.

Citizen's Speak:

No one wished to speak.

Discussion and possible vote on Town Treasurer request for appropriation from Reserve Fund

Marc Waldman, the Town Treasurer, explained that the appropriation request is for a penalty payment made to the IRS for late federal tax withholding payments. A clerical error was made in December 2015 when the final step in the payment process was not completed. Steps have been put in place so this error will not happen again--emails confirming the payments are now automatically sent to the Finance Department. The payments are processed on Fridays, and the Finance Department staff knows to check for the emails confirming payments.

The Town's payroll taxes have to be filed weekly, while the Schools' payroll taxes are filed biweekly. Unfortunately, this mistake happened on a day when both Town and School taxes were due, so the payment owed was high (and therefore the penalty for not paying the taxes is high). Marc has submitted a request to the IRS to waive the penalties, as the delay was inadvertent and the payment was made once the error was discovered three days later. The IRS is allowed 45 days to evaluate the appeal. The penalty payment has been paid by the Treasurer's Office, but the department does not have the leeway to move forward with \$20,894.37 less in its budget. If the appeal is approved, then the Advisory Fund would be reimbursed. One member asked if a recent analysis has been done on keeping the payroll function "in house" vs. outsourcing the Town's payroll function: Marc explained that the Town has evaluated this in the past, but not recently. Another member asked about the possibility of switching the Town employee payments to biweekly; this kind of change would have to be negotiated during collective bargaining.

Sara Raveret made a motion to approve the request to transfer \$20,894.37 from the Advisory Reserve Fund for Banking Services. Mary Crown seconded the Motion; the Motion was approved, 11 to 0, with 1 abstention (one member arrived late and missed the presentation, so he did not vote).

Discussion and possible vote on Annual Town Meeting (ATM) Article 36, proposed change in Town Bylaw Article 17, Historical Commission

Article 36 has been pulled and will not be proposed at ATM.

Old Business/New Business:

The Advisory Committee's next meeting will be Wednesday, April 27th, at 7:00pm in the Juliani Room of Town Hall.

Adjourn:

Tom Frisardi adjourned the meeting at 6:55pm.