

**FINANCE COMMITTEE  
MONDAY, FEBRUARY 27, 2023  
REGULAR MEETING: TOWN HALL  
MEETING MINUTES**

Members Present: Acting Chair Bernie Porada (BP), Sue Kaczinski (SK), Tony Matteo (TM), David McCarthy (DM).

Members Absent: Dan Campbell

Others in Attendance: Town Administrator Andrea Llamas, BNCTV, Emergency Services Director Mark Fortier, Emergency Services Assistant Director Camron Kennedy, 350th Anniversary Committee Chair/Recreation Commission Secretary & Director Stacey Bond, 350th Anniversary Committee Treasurer Lindsay McCarthy, Recreation Commission Chair Joshua Roman

***I. CALL TO ORDER***

Because Finance Committee Chair Dan Campbell was absent, Vice-Chair Bernie Porada was Acting Chair for this meeting.

Chair BP called the meeting to order at 6:08pm.

***II. BUDGET DISCUSSIONS***

***a. Emergency Management Services***

Emergency Services Director Mark Fortier and Emergency Services Assistant Director Camron Kennedy appeared to review their proposed budget. Highlights included:

- The staff salaries line item increased — including COLA — to better reflect the regional salaries and stipends. This also shows a staffing increase to allow for 24-hour daily service, plus some overtime funding, which is sometimes needed. A discussion ensued on the on-call staff pay, its cost, and EMS's and the town's responsibilities. Mr. Fortier noted there are currently 23 on-call staff.
- Other line items that increased because their costs increased:
  - Electricity
  - Heating oil
  - Building maintenance
  - Vehicle maintenance
  - Rent
- Professional development will help staff get more training to become paramedics, which EMS really needs.
- Some items' costs went down, such as the pagers, which ARPA funded last year. Also, some insurance costs got moved to a different line in the budget.
- EMS is debt-free from paying off an ambulance, so there is nothing listed in the long-term debt principal.

A discussion ensued on revenues and agreements with other towns on Northfield's EMS. Mr. Fortier



reported that in his discussions with other town officials, they all express gratitude for Northfield's EMS and want to pay more in their assessments.

A discussion ensued on the wages study, with the acknowledgement that it will affect the budget because of adjustments to staff wages. Town Administrator Andrea Llamas reviewed the wages study timeline and how it will affect future budgets.

A discussion ensued on the EMS capital request, which included details on EMS's ambulances, their ages, equipment needed for them, and the need to keep an older ambulance — licensed and usable — as a backup.

#### **b. 350th Anniversary Committee**

Stacey Bond, 350th Anniversary Committee Chair, and Lindsay McCarthy, Treasurer, proposed their committee's budget. Highlights included:

- The request is for \$11,980
- Activities have already started.
- They began seeking budget funding by asking for the same amount as the 300th Anniversary budget.

BP explained the Finance Committee's process: they don't approve budgets, but they review and recommend their approval to the Selectboard.

#### **c. Recreation Commission**

Recreation Commission Chair Joshua Roman, and Secretary / Director Stacey Bond presented their budget. Highlights included:

- There are many new programs and activities for youth and adults, and all new Recreation Commission members. There are also many volunteers.
- The programs and activities are well-attended.
- The Commission is redoing some recreation fields in town.
- The budget has increased to reflect the new activities and upkeep of the fields.
- With more activities, there's an increase in program directors' and staff wages; the budget reflects this.
- The budget also shows an increase in the line item that funds the port-a-potties because the Commission has decided to leave them in place year-round.

A discussion ensued on the activities registration software.

A discussion ensued on the recent history of the Commission and its programs.

### ***III. REVIEW AND APPROVE MINUTES 2/6/2023 & 2/13/2023***

BP tabled the 2/6/23 minutes because there were not enough members in attendance who attended that meeting.

**MOTION BY DM TO APPROVE THE FEBRUARY 13 MINUTES. BP SECONDED.**



**ROLL CALL VOTE:**

**SK YEA**

**BP YEA**

**TM YEA**

**DM YEA**

**MOTION CARRIED UNANIMOUSLY.**

***IV. REPORT ON MEETINGS ATTENDED REPRESENTING FINANCE***

TM announced the CPC meeting would happen on February 28.

BP reported on the pre-qualification meeting for subcontractors for the EMS building, which happened earlier in the day. It went well. The meeting was not to accept bids, but to ensure all who intend to bid are qualified to do so, and they are. The next EMS building meeting is Wednesday, March 1 at 4pm in the Town Offices, and it's a hybrid meeting. Then, there is another meeting on Monday, March 6 at 3pm. Ms. Llamas reviewed the bidding process.

***V. TOWN ADMINISTRATOR UPDATES***

Ms. Llamas presented her updates. Highlights included:

- She will continued to send the Finance Committee updated budget spreadsheets and additional budget information comes to her.
- Articles for Annual Town Meeting will get filled in as the budget information comes together, too.
- A review of which pieces of the town budget the Finance Committee will review in subsequent meetings.

DM asked about the process for communicating with the Water/Sewer Department that they can plan to do both of their capital projects in the next fiscal year. BP responded: Ms. Llamas will contact the Sewer Commissioners; the Finance Committee does not contact them directly.

***VI. OTHER ITEMS NOT ANTICIPATED 48 HOURS IN ADVANCE OF THIS POSTED MEETING***

There were none.

***VII. NEXT MEETING***

The next meeting is on March 6, at 6pm.

***VIII. ADJOURN***

**MOTION BY SK TO ADJOURN. TM SECONDED.**

**VOTE:**

**DM YEA**

**TM YEA**



**BP YEA**  
**SK YEA**

**MOTION CARRIED UNANIMOUSLY.**

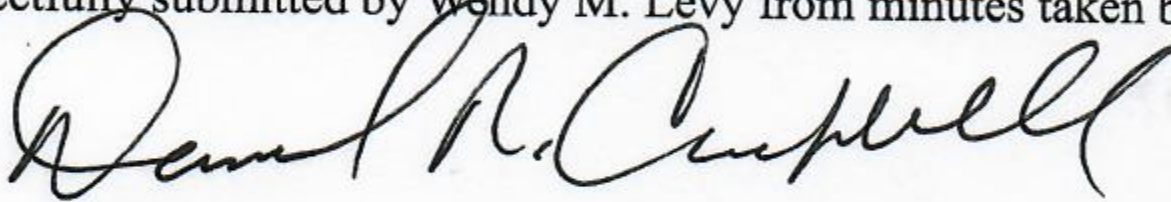
The meeting was adjourned at 7:27pm.

**Documents presented:**

- Recreation Commission FY24 Budget Worksheet
- EMS FY24 Budget Worksheet
- Ambulance Retained Earnings Certification
- 350th Article Request
- EMS Capital Request
- 350th Anniversary Committee FY24 Budget Worksheet
- EMS Payroll 2024

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Respectfully submitted by Wendy M. Levy from minutes taken by Wendy M. Levy.

A handwritten signature in black ink, appearing to read "Wendy M. Levy", is written over the typed name.