

Board Members Present: Lois Stearns, Dan Campbell, Bonnie L'Etoile, Tony Matteo, and Chad Glover

Also Present: Deb Mero, Town Accountant; Brian Noble, Town Administrator; Mark Fortier, Chief of EMS; and Bethany Walker, FINCOM Secretary

Board Members Absent: Bernhard Porada

The meeting was called to order at 7:00 pm by Stearns. This meeting was not video recorded.

- **EMS Budget Presentation**

- Fortier presented the FY18 budget request, specifically the increases
 - Budget is based on an anticipated revenue of \$167,000, a \$15,000 increase over last year
 - Increases to line items included Training Captain Stipend, Building Lease, Professional Training, Transport Related Expenses, Office Supplies, and Uniform Expenses

7:25 Jennifer Cox, ZBA chair, joined meeting

- Capital Plan Discussion; none of which fall in FY18
 - The building lease is up in 2020
 - Cardiac Monitor
 - Pagers were on the list, however after further discussion with FINCOM, the pagers will be moved to the operating expense
 - Command Post
- General Discussion
 - New Ambulance due to arrive to Northfield the end of February
 - EMS has already exceeded last year's total calls (last year had 288, this year up to 306 calls)
 - November had the EMS's 1000th transport to hospital; this took 6 years to reach this number
 - Certified Free Cash was \$59,436 for EMS Enterprise Fund.

7:46 Fortier leaves meeting

- **ZBA Budget Presentation**

- Cox presented the FY18 budget request, specifically the increases
 - Wages increase for the secretary for project to digitize all ZBA documents, also, the number of hearings has increased and projected to increase
 - Discussion on above project suggested making project an article at Town Meeting in the amount of \$1000 to cover the expense of the wage work.
 - Other increases included Postage and Office Supplies
- Capital Plans
 - Printer/Scanner. Noble advised that the ZBA secretary's computer is now all hooked up to Town Hall Printer/scanners and this wouldn't need to be an item on their capital plans
 - Lap Top. Noble advised that the laptop is good for another 2+ years.
 - Software. Noble advised that the Town has a full license for the software ZBA is requesting

8:08 Cox leaves FINCOM meeting

- **FINCOM budget**

- Level fund the expense portion of the budget
- Reserve fund; increase to \$45,000 from \$42,000, per Noble, should have about a ½ % of Towns total budget

- **Highway Budget Presentation (Noble presented on behalf of Tom Walker who was out due to weather)**
 - Walker had printed detailed explanations for the increases throughout the budget
 - Telephone, uniforms, postage, FRCOG radio, office supplies, other supplies, other charges, machine maintenance, and cemetery.
 - Capital Plan
 - Noble reviewed Capital Plan which did not match last years; Noble to go over with T. Walker and bring back to FINCOM
- **Minutes**
 - The minutes from the December 5, 2016 meeting were reviewed.
 - *A motion was made by L'Etoile, seconded by Glover and **VOTED** to accept the December 5th, 2016 meeting minutes as presented. (Abstained: D. Campbell)*
- **Mail**
 - November balances from Mero
 - A memo with a suggested date from the Bernardston Selectman to all the towns in District for the joint meeting. Suggested January 10th 2017 at 6pm at the Senior Center in Bernardston. Per Noble the Northfield Selectboard is scheduled to meet that night so he would advise FINCOM if that date would still work for Northfield or not.
 - No transfer requests at this time
 - Letter from Solid Waste District. Set to adopt Assessment calculations on January 18th, 2017; per Stearns this is more of a Board of Health budget issue
- **Meetings Attended as representatives of the FINCOM**
 - The PVRs budget subcommittee met December 8th, no members of the FINCOM attended. The next budget subcommittee meetings are scheduled for December 15th and January 5.
 - Matteo stated that there are now new members on the Community Preservation Committee, however the group has not met yet, and he is looking to set up a date.
- **Next Meeting (s)**
 - FINCOM Meeting 12/19/16: Budget discussion with Open Space, Library, Council on Aging and possibly Accountant, Town Clerk and Assessors if time permits
 - FINCOM Meeting 1/9/17: currently only scheduled is Sewer, Stearns to add boards/committees
 - FINCOM Meeting 1/23/17: no one scheduled at this time
 - FINCOM Meeting 1/30/2017: no one scheduled at this time

*A motion was made by Glover, seconded by Campbell and **VOTED** unanimously to adjourn the FINCOM Meeting.*
Meeting adjourned at 8:42 pm

Submitted by:
Bethany Walker
FINCOM Secretary

Approved On: 12-19-16

Approved By: Louis M. Stearns