

BOARD MEMBERS PRESENT: Lois Stearns, Dan Campbell, Bernhard Porada, Bonnie L'Etoile and Tony Matteo

BOARD MEMBERS ABSENT: Sue Kaczinski

ALSO PRESENT: Andrea Llamas, Town Administrator; Phil Gilfeather-Girton, Town Accountant; Bethany Walker, FINCOM secretary; Kathy Wright, Building Utilization and Planning Committee; Chad Glover, Building Utilization and Planning Committee; Meagan Demarias, Northfield Elementary School Principal; Joseph Stacy

The meeting was called to order at 6:00 pm by Stearns

This meeting was video and voice recorded

• **BUILDING UTILIZATION & PLANNING COMMITTEE**

- Reviewed completed projects during 2018
- Reviewed projects scheduled for 2019 (money already appropriated)
- Reviewed money articles requested for FY2020
 - Carpet and/or Tile for 3 Classrooms; requesting funding of \$9,000. Discussion on this article advised group to not limit it to 3 rooms; funding may allow for additional rooms.
 - Second year of funding for electrical upgrades and communications/data replacement; requesting funding of \$150,000. **It was noted by this committee that \$100,000 was received in FY2019 towards total project cost (originally estimated at \$380,000 in 2017). The committee estimates \$50,000 for the communications system and \$100,000 for the second year towards the electrical upgrade. When the design work is completed group hopes to have an updated estimate to complete both the upgrades for the next fiscal year
 - FINCOM advised group that typically the money left over from previous articles stays open unless the group advises the accountant to close out that article; may have money left over from the last flooring replacement article.

6:25 Wright, Glover and Demarias leave FINCOM meeting

*TA Llamas began her update until Cox joined meeting; for the sake of the flow of the minutes, they will follow the order of the agenda

6:41 Jennifer Cox (ZBA) joins FINCOM meeting

• **ZBA BUDGET**

- Cox presented the ZBA budget request for FY20
 - \$300 increase to Other Purchase Services. No justification was given so agreed to remove.
 - Would like to get a new computer for the Administrative Assistant (needs to be upgraded)
 - A printer is needed; suggestion was made to get a wireless printer to have in the Selectboard conference room.
 - Llamas to look into lap top and the age; perhaps it will be a capital item for FY21

6:59 Cox leaves FINCOM meeting

• **TOWN ADMINISTRATOR UPDATE**

- Llamas stated that she and Gilfeather-Girton have been working together on spreadsheets and numbers
 - L'Etoile asked to have all figures before the day of the next meeting so they have time to review it in advance
- Reviewed the proposal for the Senior Center Kitchen; approximately \$40,000
- Discussed the OPEB and GASB 75 articles

- Audit for FY18 was previously approved at last Town Meeting; \$23,000 is already set aside for this. Llamas received a quote for \$16,000 for each of the 3 years an audit will be needed (years to have audit done are FY18, FY19 and FY20)
- Discussion on financial cloud services platform. ClearGov has a cost of \$5000 for the implantation first year, and \$3500 each year for the yearly subscription; might be best to wait until FY21
- Capital Requests: Technology \$35,000 This is just for Town Hall computers / network and does not include computers outside of town hall. There are 19 computers in town hall. The FRCOG has brought up a Regional IT service that would include 6-8 towns. Costs would be lower than current costs. Llamas to look into whether or not the Police Department is still leasing their computers or if they are now town owned.
- Discussion on the Solid Waste District and a 10 year recycling contract
- On February 15th, Llamas received word from Guardian that there are a couple outstanding bills from September 2017 and June of 2018. Discussion on this issue. \$8599 in total is due. Gilfeather-Girton confirmed there is no record of these bills being paid. December 2019 contract ends with Guardian
- Llamas is starting to work on department capital project articles. She will then return to the department to be specific on the details within the article.
- Stearns asked if the FINCOM should increase the Reserve Fund from the \$45,000; Llamas believes that is an appropriate amount
- Next year, Llamas would like to put into place a Financial Policy for the Town
- FRCOG Assessment decreased by \$1149. Discussed the radio for the 3 departments (Police, Fire and EMS). Using \$4,168.65 for a cost figure for each department
- Discussed timeline for deliberating articles and meeting with the Selectboard. Llamas to speak with Sandra Wood about timeline for printing the Warrant.
- Right of First Refusal for Fowler land; the Selectboard waived their right
- PVRs budget and Assessment discussion. Stearns attended the school committee meeting last week. Northfields assessment went down due to a decrease in enrollment. The overall assessment for PVRSD went up 1.65%. Doesn't appear that the School Committee broke out the debt from the budget as well as not seeing a 5 year pay off instead of the 10 year. Selectboard/Coms of the 4-town Group would like to know how much is operating and how much is debt. The FINCOM agreed to still stick with their initial statement of no increase to the operating budget assessment to any Town.
- No budget received to date from the Sewer Commission or the Building Inspector. However, in regards to the Building Inspector, Llamas feels it appropriate to level fund.

● **COMMUNICATIONS/MAIL**

- The Dickinson Memorial Library had a notification for a reading program March & April
- The Beacon
- NES PTO 3rd Annual State of Our Town Dinner on 4/6/2019

8:05pm Joe Stacy leaves FINCOM meeting

● **REVIEW AND APPROVAL OF MINUTES**

- Minutes from the February 19th, 2019 were reviewed
 - *A motion was made by Campbell, seconded by L'Etoile and VOTED unanimously to accept the February 19th, 2019 minutes as written.*

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES
MARCH 12, 2019 6:00 PM
TOWN HALL 69 MAIN ST

- **MEETINGS ATTENDED REPRESENTING THE FINCOM**

- Porada (Emergency Services Facility Committee): no meeting. Llamas stated that she will now get involved and schedule a meeting.
- Porada (Town Governance Study Committee): March 13th there is going to be a public forum for the public to review the groups preliminary report
- Matteo (Community Preservation Committee): Letters going out on the final decision; not announcing at this time to the public

- **NEXT MEETING**

- March 18th, 4 Town meeting with the FINCOM and Selectboard members in Bernardston
- March 19th

A motion was made by L'Etoile, seconded by Campbell and VOTED unanimously to adjourn the FINCOM Meeting.

Meeting adjourned at 8:16 pm

Submitted by:

Bethany Walker

FINCOM Secretary

Approved On: 3-19-19

Approved By: Louis M. Stearns