

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

**ALSO PRESENT:** Andrea Llamas, Town Administrator; Phil Gilfeather-Girton, Town Accountant; Len Crossman, Officer In Charge and Bethany Walker, FINCOM secretary & Board of Assessors

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

*This meeting was video and voice recorded*

• **POLICE DEPARTMENT BUDGET PRESENTATION**

- Crossman presented the Police Department Budget, addressing changes from the last fiscal year
  - Decrease in Salary and Wages
  - Radio expense increase and FRCOG radio maintenance; discussion on failing radio system
  - Increase to Police Uniforms and Equipment
- Capital items
  - Cruiser, \$52,000
  - Radio System, \$10,018 to cover the first round of replacing the radios

6:15 Crossman leaves FINCOM meeting

• **BOARD OF ASSESSORS BUDGET PRESENTATION**

- Walker presented the BOA budget
  - Decrease to the Property Inspector Services (-\$4,500)

• **PLANNING BOARD**

- Stearns advised group that the Planning Board did return their budget request, overall decrease from last year. Stearns and the other members of the FINCOM agreed that there is no need for the Planning Board to come in

6:20 Skip Dunnell joins FINCOM meeting

• **FIRE DEPARTMENT BUDGET PRESENTATION**

- Dunnell presented the Fire Department budget
  - Wages figure does include a 2% COLA increase
  - Increase to FRCOG radio; discussion on failing radio system
  - Emergency Management level funded
- Capital items
  - 1<sup>st</sup> priority is SCBA tanks (24-26); discussion on generic vs. brand name. Brand name runs about \$1,200 to \$1,300 per tank and generic is about \$650 each with a \$350 recertification fee plus \$50 every 5 years to recertify. Would like to get on a rotating system so all tanks wouldn't have to be replaced at the same time.
  - The chassis for the rescue truck; FY2021 or later
  - \$50,000 Fire Station design
  - Money still set aside for replacing ladder truck

6:49 Dunnell leaves FINCOM meeting

6:50-7:05 pm Joe Graveline attended FINCOM meeting

- **ADMINISTRATIVE BUDGET PRESENTATION**

- Llamas presents the Administrative budget
- Accountant Budget
  - Accountant salary decrease
  - Financial Assistant up slightly to cover a few more hours
- Treasurer Budget
  - Decreases: Salary
  - Increases: Meetings and Seminars & Office Supplies
  - Tax Title Level Fund requested
- Tax Collector Budget
  - Decreases: Salary
  - Increases: Postage, Meetings & Seminars
  - Llamas explained that the software program /data processing is now coming from Computer Supply and Service under the Administrative Accounts
- Administrative Budget
  - Town Admin Salary decrease
  - Secretary Salary increase due to step and any COLA
  - Selectmen Expense decreases: advertising
  - Selectmen Expense increases: other purchase services, other supplies
  - Town Admin Expenses increases: meetings & seminars, other supplies, mileage and dues & memberships
  - Computer Supply & Service again increases on services such as Guardian (computer support and IT), Vadar (tax collection software) and Harpers (payroll). Note: Llamas stated that the goal is to have bi-weekly payroll and all direct deposit.
  - Custodian wages and Bldg. Maintenance wages level with the suggestion of COLA
  - Town Hall Maintenance increases: water, telephone, rubbish removal, pellet fuel, other supplies and capital projects
  - Town Hall Maintenance decreases: repair and maintenance, fuel, gas
  - Soldiers relief decreased from \$42,000 to \$30,000
  - Slight decrease in the FRCOG assessment (from 28,687 to 27,538)
  - Veterans District slight increase (6,2494 to 6,528)
  - County Retirement decrease (186,652 to 180,126)
  - Workers Comp Ins. Increase (29,457 to 31,000)
  - Ch32B Health Ins decrease (261,800 to 237,000)
  - Medicare increase (22,500 to 24,000)
  - Other Ins increase (75,000 to 80,000)
- Administrative Capital Items
  - \$16,000 Town Financial Audit FY2020
  - \$5,800 OPEB Study FY2020
  - \$35,000 Technology Upgrade FY2020
  - \$16,000 Financial Audit FY2021
  - \$16,000 Financial Audit FY2022
  - \$6,000 OPEB Study FY2022
- Administrative Other Discussion
  - Compensation Spreadsheet
  - Need amount for Animal Control Officer/dog officer; proposing to join Franklin County Regional. Northfield Police officer is acting as interim. The Selectboard have communicated that they support this.

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES  
FEBRUARY 19, 2019 6:00 PM  
TOWN HALL 69 MAIN ST

- Need amount for Building Inspector who did not turn in budget
- The Tech school will vote within the next week or so on their budget
- No word from PVRSD regarding budget
- No word from Sewer Commission regarding budget
- March 25<sup>th</sup> the Warrant Articles close
- **REVIEW AND APPROVAL OF MINUTES**
  - Minutes from the February 5th , 2019 were reviewed
    - *A motion was made by L'Etoile, seconded by Kaczinski and VOTED to accept the February 5th, 2019 minutes as written. (1) Abstained; Campbell*
- **COMMUNICATIONS/MAIL**
  - Non Partisan Caucus 3/5/19 6:30pm
  - FRCOG Figure
  - Fire Department Budget
- **MEETINGS ATTENDED REPRESENTING THE FINCOM**
  - Porada (Emergency Services Facility Committee): no meeting
  - Porada (Town Governance Study Committee): met last week. Everything is going according to plan and looks like they are on schedule to present their results at Annual Town Meeting.
  - Matteo (Community Preservation Committee): Meeting next week to follow up from the Field Library regarding the doors
  - Matteo (HEART): Have a near finished version of the District Agreement. DESE returned it with comments and they have been addressed. Looking to meet 2/20/19
- **NEXT MEETING**
  - March 12 at 6pm
  - March 18<sup>th</sup>, 4 Town meeting with the FINCOM and Selectboard members (in Bernardston, time and location to be determined)
  - March 19<sup>th</sup>, possible meeting date

*A motion was made by Campbell, seconded by Matteo and VOTED unanimously to adjourn the FINCOM Meeting.*

**Meeting adjourned at 8:07 pm**

Submitted by:

Bethany Walker

FINCOM Secretary

Approved On: 3-12-19  
Approved By: Lain M. Sheeran