

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

ALSO PRESENT: Andrea Llamas, Town Administrator (6:00-7:38 pm); Alex Meisner, Selectboard (6:20-7:12pm); Heath Cummings, Selectboard (6:00 pm to 7:12 pm); Tracy Rogers, Selectboard (6:00 pm to 7:12 pm); Phil Gilfeather-Girton, Town Accountant (6:00-6:40pm); Sandra Wood, Town Secretary; Bethany Walker, FINCOM secretary.

*The FINCOM meeting was called to order at 6:00 pm by Stearns
The Selectboard meeting was called to order at 6:00 pm by Cummings
This meeting was not video recorded, only voice recorded*

• **RECOMMENDATION FOR FY21 PVRSD OPERATING BUDGET**

- Discussion on PVRSD budget. The (4) towns are continuing to discuss and prepare to give their final recommendation to the School Committee in November (The FINCOM chairs of the (4) towns are going to meet to discuss what each town wanted and use that to go to School Committee)
 - Discussed the surplus of PVRSD budget that was reported in The Greenfield Recorder; where is it going to be used? The paper also mentioned the Finance Director commenting that she didn't foresee an increase.
 - Legislature is recalculating Ch. 70 funds (i.e. Regional Transportation and Special Education)
 - ***A motion was made by L'Etoile, seconded by Campbell and VOTED unanimously to recommend that the budget stay the same for PVRSD for FY21.***
 - ***A motion was made by Rogers, seconded by Cummings and VOTED unanimously to recommend that the budget stay the same for PVRSD for FY21.***
 - Stearns will report this information back to the other 3 towns FINCOM chairs

• **DISCUSSION WITH TOWN ADMINISTRATOR**

- Risk Management Grant Application is available to the Town for security upgrades. Grant amount that Town could potentially receive is \$10,000 to put towards the change in locks and swipe entry for specific doors in the building.
 - Backdoor, Kitchen, Police, Booking, Meeting Room, Copy Room, Selectboard Meeting Room
 - Llamas has received a quote from locksmith for a portion of the project, estimated at \$2925. Also received quotes on the computer pad for this swipe card system with figures ranging from \$16,000-\$25,000.
 - Electrical upgrade has \$110,000 available. 3rd phase of electrical is to be about \$70,000 therefore remaining funds could cover swipe entry security enhancement.
 - Llamas is looking for support from the FINCOM for this project; Porada, Matteo, Campbell, Kaczinski, L'Etoile and Stearns all stated they support this project.
- Discussion on possibility of Special Town Meeting. Llamas stated that there are some unpaid bills and a possible Solar Pilot Article that would require a STM.
- Llamas also brought up the purchase of a solid oak desk for the Selectboard Meeting Room, to give the space a more professional work environment. MassCore quoted out the desk at \$3,500; handmade and price includes delivery. It was suggested to also have MassCore give Llamas a quote on a table for the guest speaker, so everything matches.

• **UPDATES**

- Open Meeting Law Complaint
 - The AG's office notified Townsley (the individual who filed the complaint) that the Town was in No Violation. 9/20/19 was the deadline for Townsley to appeal. Porada wants it published in some format that the Northfield Selectboard and the Northfield FINCOM were in NO Violation of the Open Meeting Law
- Audit

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES

OCTOBER 8, 2019 6:00 PM

TOWN HALL 69 MAIN ST. NORTHFIELD, MA 01360

- Llamas announced that the Audit is complete; the OPEB was the last portion of the Audit. There will be a letter with findings and then the final audit report. Auditor will meet with the Selectboard and Llamas stated that FINCOM can be present too.
- Agreement with Bernardston regarding Ambulance Service
 - Agreement written is in effect 7/1/2019 to 6/30/2020 and may renew for two years each time.
 - Discussion on monetary contributions from Bernardston; Rogers updated the group on a study that the FRCOG is doing. FINCOM will be interested in those results.
 - Discussion on regionalization possibilities. Discussed having Llamas meet with Bernardston's Coordinator about potential areas to regionalize (i.e. CONSCOM, COA, Public Safety/Fire).
- Ad Hoc Water Committee
 - Llamas is looking for a representative from the FINCOM to serve. The Selectboard voted at their meeting on 9/23/19 to set up an Ad Hoc Committee to help the Town explore ways to work with residents, the East Northfield Water Company and maybe the Northfield Water District, to try and resolve some of the issues facing Northfield residents regarding water – rates, quality, etc. Kaczinski will represent the FINCOM. Other members are Walker from the Board of Assessors, Phil Baker from the Board of Health and Tony Stavely from the Planning Board.
- Llamas advised the FINCOM that there are 12 applications for the Board's Clerk position so far. Llamas wanted a member of the FINCOM to sit in on the interview process. Matteo offered to sit in.
- **REVIEW AND APPROVAL OF MINUTES**
 - Minutes from August 14th, 2019 were reviewed
 - *A motion was made by Campbell, seconded by Porada and **VOTED** unanimously to approve the August 14th 2019 minutes as written.*
- **COMMUNICATIONS**
 - Dept. of Veterans Services sent meeting notice 10/9/2019 at 6pm
 - Balance sheet from Gilfeather-Girton
- **MEETINGS ATTENDED REPRESENTING THE FINCOM**
 - Porada (Emergency Services Facility Committee): meeting coming up
 - Matteo (Community Preservation Committee): met last week. Informational meeting scheduled 11/13/19 at the library (per state mandate). 10/23/19 there is a regional meeting for CPA at the John Oliver Center in Greenfield to discuss affordable housing money and the possibility of regionalizing in that regard; combining funds to make the best use of it for affordable housing.
 - Matteo (H.E.A.R.T Committee): committee is done. Committee submitted their recommendations to school committee. School committee reviewed and then sent to DESE; HEART committee does not know if any changes were made to their recommendations
- **NEXT MEETING**
 - November 12th at 6pm

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

Meeting adjourned at 7:39 pm

Submitted by:

Bethany Walker

FINCOM Secretary

Approved On: 11-12-19

Approved By: [Signature]