

FINCOM COMMITTEE MEMBERS PRESENT: Lois Stearns, Dan Campbell, Bernhard Porada, Tony Matteo Sue Kaczinski and Jack Spanbauer

ALSO PRESENT: Andrea Llamas, Town Administrator (joined at 6:08); Phil Gilfeather-Girton, Town Accountant (joined at 6:10); Bethany Walker, FINCOM secretary.

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

This meeting was not video recorded, only voice recorded

• **NEW FINANCE COMMITTEE MEMEBER**

- Stearns introduced Jack Spanbauer as the newest member of the FINCOM

• **REVIEW AND APPROVAL OF MINUTES**

- Minutes from October 8th, 2019 were reviewed
 - *A motion was made by Campbell, seconded by Matteo and **VOTED** to approve the October 8th, 2019 minutes as written. In Favor:* Stearns, Campbell, Porada, Matteo and Kaczinski. **Abstained:** Spanbauer

• **COMMUNICATIONS**

- Resignation letter from Bonnie L'Etoile to the FINCOM

• **REVIEW AND APPROVAL BUDGET REQUEST LETTER FOR FY21 BUDGET**

- Stearns drafted the budget letter; the FINCOM reviewed
 - *A motion was made by Campbell, seconded by Spanbauer and **VOTED** unanimously to accept the budget letter for FY21*
- Stearns asked Gilfeather-Girton to send letter out to all boards/committee's along with their respective budget.
- Discussion on timeline for budget process

• **UPDATES**

- End of FY Year Reports Not Yet Received (Balance Sheets, Free Cash)
 - Not complete as of yet, per Gilfeather-Girton
- Special Town Meeting (Llamas Updated)
 - Per Llamas, this is pending final numbers (i.e. Free Cash, balance sheet); Llamas has several potential articles for STM
- Boards Clerk Position (Llamas Updated)
 - This position consolidates several positions; it is not a new position.
- Regionalization Efforts
 - Llamas stated that in terms of the Public Safety Complex, there is discussion with Fire and EMS. It was determined that the current site of the fire station is not suitable for the 3 departments. Perhaps regionalize Fire and EMS services with Bernardston and Northfield; bring up discussion
 - CONSCOM possibly combine Northfield and Bernardston for potential joint consultant; Llamas has not heard back from Bernardston as to whether there is interest or not
 - Discussion on the COA; Stearns asked if there was any interest in joining with the Senior Centers in either Bernardston or Erving
- Schell Bridge
 - There is discussion regarding the Right of Way process, depends on who undertakes this portion of project as to the scope of work involved. Engineer to draw up plans/contracts. Town's responsibility but Mass DOT stated that that DCR should start process. Llamas is still working on figures and duties; Could CPA funds help with the cost of the Right of Way?

- OPEB Funds
 - Transferred 232,320.95 into state account. According to OPEB report, need to keep adding, however, town needs to decide on how much to add or goal amount. It is suggested that 100,000 be contributed each year.
- Grants MVP (Municipal Vulnerability Preparedness)
 - Per Llamas, grant going in this week for MVP planning
- Funds appropriated at 2017 ATM
 - Art. 15 Complete the Town Hall wiring project \$100,000: Permit pulled 2 weeks ago for fire alarm portion, money will be leftover
 - Art. 17 Codify Zoning By-Laws \$11,500: in final stages, final review. Also looking into General By-laws not just the Zoning
 - Art. 19 Town Hall Drainage: This involves an abutter, abutters concerned about water
- Funds appropriated at 2018 ATM
 - Art. 25/26 accepting MGL C41, s11M & N regarding insurance for employees providing emergency medical services: added to plan
 - Art. 33 to place underground wires/components from south side of Town Hall, \$25,000: this is part of the Fire Alarm system update
- Funds appropriated at 2019 ATM
 - Art. 11 Town Hall Kitchen, \$40,000: project almost complete
 - Art. 12 Technology, \$35,000: Still in process. Llamas met with possible new vendor as well as current vendor to work on a whole new system
 - Art.23 Cloud Services, \$5,000: this is the Clear Gov project, this is pending. Working on having new program (VADAR) fully up and running; should be in January
- Open Meeting Law Violation update
 - Porada would like to have Llamas do a release to the Media (i.e. The Greenfield Recorder) to advise all that the Northfield FINCOM as well as the Northfield Selectboard were in no violation of the law.
- Llamas handed out copy of the DRAFT audit and management letter. To be reviewed by all and town will need to respond to the draft.

• **MEETINGS ATTENDED REPRESENTING THE FINCOM**

- Porada (Emergency Services Facility Committee): Llamas did recap on status
- Matteo (Community Preservation Committee): The last CPC meeting they put the finishing touches on their presentation/informational night that will be on 11/13/2019 at the library. Also attended a meeting at the John Oliver center in Greenfield regarding CPA funds and small towns, specific to Housing funds.
- Stearns: At 1pm today (11/12/19) attended meeting with Superintendent of PVRSD and the Chairs of the FINCOM's from Bernardston and Warwick and the Budget Sub-Committee Chair, Mike Townsley and Tawnya Gaylord via Skype. Discussion involved draft budget. The next school committee meeting will be Thursday November 14th at NES. Budget looking to be a 2.33% increase. Spoke about communications and improving between the groups. Stearns noted to Superintendent that it was nice in the past to hear from each principal regarding budgets, which hasn't been happening the last couple years. Also discussion at what point does F. Sumner Turner Rd start and end; there is some confusion on who would plow "road" through Pioneer.
- Kaczinski (Water Ad Hoc Committee): Attended first meeting, group met to discuss recommendations to help the towns people who are serviced by the East Northfield Water Company as well as the Northfield Water District.

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES
NOVEMBER 12, 2019 6:00 PM
TOWN HALL 69 MAIN ST. NORTHFIELD, MA 01360

- **NEXT MEETING**

- December 10th at 6pm

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

Meeting adjourned at 8:13 pm

Submitted by:

Bethany Walker

FINCOM Secretary

Approved On: 12-3-19

Approved By: Lori M. Stearns