

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

FINCOM MEMBER(S) ABSENT: Jack Spanbauer

ALSO PRESENT: 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

- **STATUS OF BUDGET REQUEST LETTER FOR FY21 BUDGETS**

- Town Accountant was not able to be present at meeting however he advised Stearns beforehand that the Budget Request Letters have gone out to the respective boards/committee's and the end of year submission are almost completed. Town Accountant is still working on the Free Cash and Balance Sheet.
- Stearns brought up discussion regarding the FINCOM's own budget
 - Reserve Fund balance and is there a limit as to the amount; Stearns to look into
 - The FINCOM expense account; discussed leaving it level funded
- Stearns advised that as budget requests come in, she will start scheduling a time for them to come and present to the FINCOM

- **PREPARATION ITEMS FOR 4-TOWN SELECTBOARD/FINCOM MEETING**

- Meeting scheduled for December 9th (Leyden has scheduled their Special Town Meeting and will not be able to attend this 4-Town meeting)
- Topics the FINCOM want to discuss at 4-Town Meeting
 - PVRSD Operating vs. Capital Expense: Need clarification on an Operating Expense vs. Capital Expense. FINCOM members believed it to be that the town is responsible for Capital Expenses and that the district is responsible for the Operating Expense.
 - PVRSD budget; each towns stance
 - Regionalization agreement; the school committee made changes from the HEART committee recommendations to the state. There has been no word from the state

- **FURTHER UPDATES ON THE FOLLOWING (written document supplied by Llamas)**

- End of Fiscal Year Accountants reports: nothing to report
- Regionalization efforts: no updates
- Schell Bridge Project: according to document Llamas mentions budgeting approximately \$5000, however FINCOM recalls a town meeting vote of this project to not cost anything to the town
- Ad Hoc Water Committee: 12/10/2019
- Public Safety Facility: Fire Chiefs and Town TA's from Bernardston and Northfield to meet
- Funds Appropriated at 2017 ATM
 - Article 15 Wiring Project: Company has pulled wiring permit, work should start anytime
 - Article 17 Final draft of the By-Laws should be out in a couple months hopefully before Annual Town Meeting
 - Article 19 Town Hall Drainage: no update
- Funds Appropriated at 2018 ATM
 - Article 25 & 26 insurance for employee's providing emergency medical services. The company in which holds this insurance is VFIS
 - Article 33 wires on the outside of the Town Hall: this project is going with other electrical work. CPA funds are to be used to help cover the cost however; the wording of the article for the specific use of the CPA funds for this project may prevent the change of the scope of the work if wires are not to be placed underground. This is part of the wiring project

- Funds Appropriated at 2019 ATM
 - Article 11 Town Hall Kitchen: still in process
 - Article 12 Technology: Northeast IT was in Town on 11/27/19 and went into each office in town hall except BOH and to library, EMS and WWTF to review each computer (including servers and laptops). They will come back with evaluation of towns system and provide suggestions for an IT plan
 - Art.23 Cloud Services, \$5,000: this is the Clear Gov. project; scheduled 12/18/19 as kickoff meeting
- Audit: Stearns had read the audit and discovered a mistake in the language (pg. 35 Post Retirement Benefits)
- **REVIEW AND APPROVAL OF MINUTES**
 - Minutes from November 12th, 2019 were reviewed
 - *A motion was made by Porada, seconded by Matteo and VOTED unanimously to approve the November 12th, 2019 minutes as written.*
- **MEETINGS ATTENDED REPRESENTING THE FINCOM**
 - Porada (Emergency Services Facility Committee): no meeting scheduled
 - Matteo (Community Preservation Committee): presentation/informational night on 11/13/2019 at the library had about 3 or 4 people. Next meeting to be on 12/22/19
 - Stearns: n/a
 - Kaczinski (Water Ad Hoc Committee): n/a
- **ITEMS NOT GENERALLY ANTICIPATED 48 HOURS IN ADVANCE OF THIS MEETING**
 - Stearns received phone call regarding the Towns 350th which will be in 2023. Suggested to have Llamas advise Selectboard about this
- **NEXT MEETING**
 - TBA

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

Meeting adjourned at 6:45 pm

Submitted by:

Bethany Walker

FINCOM Secretary

Approved On: 1-14-2020

Approved By: Lois M. Stearns