

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

ALSO PRESENT: Andrea Llamas, Town Administrator; Tom Walker, Highway Superintendent, Rebecca Sommer-Petersen, Interim Senior Center Director; Homer Stavely, COA treasurer; Heather Tower, Citizen and previous Senior Center Director; Stephen Serendynski, Chair of the Planning Board (joins at 6:57pm)

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

This meeting was video recorded and voice recorded

- **CLAIRIFICATION**

- Stearns wanted to clarify an assumption made by Bernardston Town Officials. The Northfield FINCOM did not make a recommendation to merge the two Towns Fire Departments; the Emergency Services Facility committee had brainstormed this idea. Porada, who is the FINCOM representative for the ESF committee, merely gave an update at the 4 Town Meeting and it was interpreted as the FINCOM's idea.

- **HIGHWAY DEPARTMENT BUDGET PRESENTATION**

- T. Walker presented his FY21 budget request
 - Llamas to clean up some of the accounts that are not used anymore to eliminate excess space on the budget sheet
 - Highway department wages clarification; FINCOM did not reduce amounts that would have affected foreman's salary. Per T. Walker, wages line item does not signify all labor done by department, Chapter 90 money will compensate for labor each year; amounts vary depending on project
 - \$25,000 increase to Highway Bridges and Rails; due to cost increases mostly for petroleum products
 - \$30,000 increase Oil and Stoning
 - Reviewed Capital Plan; Loader \$175,000, Vent for Highway Dept. building \$35,000 and Oil Tank Replacement \$10,000 all for FY21

6:34 T. Walker leaves meeting

- **COUNCIL ON AGING BUDGET PRESENTATION**

- Rebecca Sommer-Petersen the Interim Senior Center Director and Homer Stavely, COA treasurer presented the FY21 budget request
 - \$10 increase to Meetings and Seminars; anticipated fee increase for the CPR/AED class
 - \$30 increase on mileage
 - \$50 increase on Dues & Memberships

6:41pm Sommer-Petersen & Stavely leave meeting

- **PLANNING BOARD BUDGET PRESENTATION**

- Stephen Serendynski presented the FY21 request
 - \$82 increase to Wages, PT. However, Llamas announced that this line item will come off of the Planning Boards budget and go on the Selectboard budget as they have hired a Boards Clerk to cover several boards.
 - \$50 increase to Meetings & Seminars; wants opportunity for members to attend as many as feasible
 - \$50 increase to Office Supplies; anticipated cost increase
 - \$300 to Dues & Memberships (not previously budgeted)

- Omitted in error the \$120 in Mileage; FINCOM to add it in to budget
- Capital Expenses; nothing at the moments. There is potential for items in the Land Use room (i.e. file cabinets etc....)
- Llamas updated FINCOM on the role of the Boards Clerk

7:16 Serendynski leaves meeting

• **COMMUNICATIONS**

- Franklin County Tech School sent letter asking for an appointment with their Business Manager and Superintendent to meet with FINCOM to present their budget; Stearns will follow up and set up a date/time
- Solid Waste Management District proposed budget
- Town Clerk Budget and EMS budget turned in

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

- End of Fiscal Year Accountants reports: Changing staff in Accountants Office. Gilfeather-Girton has left position; a new accountant as well as a new financial assistant has been hired. Financial offices are going to be rearranged, with that comes different responsibilities and hours split; trying to make it the most productive as possible. Financial assistant position will increase in hours and accountant hours will decrease. This will slightly increase the budget by approximately \$400. These two new hires will start Tuesday, January 21st. Free cash has been submitted; waiting on certification from DOR.
- Regionalization efforts: no updates. Stearns said Mark Fortier (EMS) had sent her a copy of the FRCOG report and FINCOM members received a copy. Will discuss at a later date.
- Schell Bridge Project: waiting on the state
- Ad Hoc Water Committee: see "Meetings Attended Representing FINCOM"
- Funds Appropriated at 2017 ATM
 - Article 15 Wiring Project: pending date and timeline
 - Article 17 By-Laws About ¾ done with the review
 - Article 19 Town Hall Drainage: no update. A very complicated issue.
- Funds Appropriated at 2018 ATM
 - Article 33 wires on the outside of the Town Hall: this project is going with other electrical work. Some of the work will be funded by CPA funds, what is allowable within what the article allows, Llamas doesn't believe it will use all of requested funds
- Funds Appropriated at 2019 ATM
 - Article 11 Town Hall Kitchen: 90 % complete; it is usable
 - Article 12 Technology: pending report, analysis completed. Once report is back Llamas will update FINCOM
 - Art.23 Cloud Services, \$5,000: this is the Clear Gov. Project; due to changes in Accountant offices, date has been delayed, but still in the works.
- Audit: update on responses to recommendations. Llamas provided handout. Selectboard did file for a Community Compact Town financial policy and procedures a letter received from the Lieutenant Governor's office accepting as once of the Community Compacts

• **REVIEW AND APPROVAL OF MINUTES**

- Minutes from December 3rd, 2019 were reviewed

- *A motion was made by Porada, seconded by Matteo and **VOTED** to approve the December 3rd, 2019 minutes as written. In Favor: Stearns, Campbell, Porada, Kaczinski and Matteo. Abstained: Spanbauer*

- **MEETINGS ATTENDED REPRESENTING THE FINCOM**

- Porada (Emergency Services Facility Committee): no meetings attended, Llamas is working on scheduling a meeting
- Matteo (Community Preservation Committee): 1/15/2020 deadline for applications. Meeting 1/22/2020 is next meeting.
- Stearns: attended a PVRSD budget subcommittee meeting. Stearns brought up the discussion for OPEB planning; Finance Director for PVRSD thought it to be too much to put on towns at this time. Stearns thought the towns should make that determination. Llamas had brought to Stearns attention that the Audit done for PVRSD actually noted and recommended the planning for OPEB. The actual budget is still looking like an increase
- Kaczinski (Water Ad Hoc Committee): met on 12/10/2019 and Llamas is going to get in touch with DEP and get some answers to some of the questions that the group had come up with.
- Spanbauer (NOT A REPRESENTATIVE OF THE FINCOM): He is a member of the business park committee and at the last meeting they were planning on requesting several thousand dollars for planning in grant assistance; will have to go through the Selectmen's budget. Meeting 1/15/2020 to discuss this further.

- **ITEMS NOT GENERALLY ANTICIPATED 48 HOURS IN ADVANCE OF THIS MEETING**

- Discussion on a water main on Hamilton Drive; Board of Health is leading this research/distant concern if something should happen. Llamas suggested that the water ad hoc group should contact water company and / or Hamilton Drive residents to address this water main situation
- Lock improvements; Llamas will give further information at a later date; however project cost will be increasing by \$5000.

- **NEXT MEETING**

- 1/21/2020: Administrative Accounts, Police, FINCOM
- Originally planned on 3/3/2020 as a meeting date, however it is the day of Primary elections so this date will be removed from the list.

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

Meeting adjourned at 7:55 pm

Submitted by:

Bethany Walker

FINCOM Secretary

Approved On: 1/21/2020

Approved By: 