

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

ALSO PRESENT: Andrea Llamas, Town Administrator; Robert Leighton, Police Chief; Stacy Mousseau, Town Accountant

*The FINCOM meeting was called to order at 6:00 pm by Stearns
This meeting was video recorded and voice recorded*

- **POLICE DEPARTMENT BUDGET PRESENTATION**

- Chief Leighton presented his FY21 budget request
 - Wages is level funded; broken down for each FT/PT position group
 - Operating Expense: Professional Training increase \$1000 for additional training for Sargent
 - Operating Expense: Uniforms increase due to union contract
 - Capital Plan: Radios \$2000. This would cover the installation of a base radio; any extra funds would be put towards microphones for radios.
 - Capital Plan: 2015 SUV is in need of replacement. Looking to get a Hybrid SUV model (gas)
- 6:15 Chief Leighton leaves meeting

- **TOWN ADMINISTRATOR**

- Introduction of new Town Accountant, Stacy Mousseau. Mousseau will be working Wednesday evenings from 4-8 to start. The financial assistant (Erin Degnan) has office hours Monday and Tuesday during the day.
- Updates:
 - DOR contacted Llamas and advised that there are missing items reported; Llamas is working closely with Mousseau to get these items completed and submitted. The ramification of these items not submitted is that State Aide would be withheld until information is submitted
 - Llamas is very pleased with the work that the Financial Assistant has been doing. Restructuring of the hours between the FA and the Town Accountant is proving to be productive.
- Budget
 - Provided budget spreadsheet with all budgets that are submitted to date. Following up with those departments/committees that have yet to submit a budget. Some other items pending figures (i.e. insurance, FRCOG, assessments etc.).
 - Increase to Selectman Salary and a step increase due for Llamas
 - Board's clerk moved into the Selectman Expense and out of the respective boards.
 - Increase on Selectman's Technology; newly added Clear Gov. has an annual fee (+2000) and an increase to the .Gov domain (+500)
 - \$500 increase to Meetings and Seminars; in the event that the Town votes to have (5) Selectboard members
 - Postage increase (+300), Dues & Membership (+200)
 - Town Administrators Expense; increase for training and seminars, dues and memberships and mileage
 - Article will have to be written for another Audit
 - Legal Expense approximately 10% increase.
 - Computer Supplies and Service increase for service agreements (+6500)
 - Wages for Town Hall Custodian and Maintenance; step increases due
 - Telephone increase; additional phones needed
 - Maintenance repair on Building up \$1000 but \$1000 reduced from Fuel Oil expense line item
 - Rubbish removal increase
 - Custodial and Other supplies decrease
 - Capital Plan for Town Hall draft. Two items proposed for FY2021: \$4300 Desk and Table for Selectboard Conference Room and \$15,000 locks for security door settings. These could

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES

JANUARY 21, 2020 6:00 PM

TOWN HALL 69 MAIN ST. NORTHFIELD, MA 01360

potentially go on Special Town Meeting for FY2020. For future needs: chairs for EOC room, FY2023 \$10,000 Grounds keeping Lawnmower, \$1000 auditorium sound proofing, FY2025 technology due, FY2027 a new server

- Capital Plan for departments draft

- **PREPARE FINCOM BUDGER REQUEST**

- **FINCOM**

- Expense: COLA for secretary wages. Level fund except for step/COLA allowance. Level Fund remaining expenses
 - Reserve Fund: \$45,000
 - *A motion was made by Campbell, seconded by Matteo and VOTED unanimously to accept FINCOM budget as determined*

- **REVIEW AND APPROVAL OF MINUTES**

- Minutes from January 14th, 2020 were reviewed
 - *A motion was made by Spanbauer, seconded by Campbell and VOTED unanimously to approve the January 14th, 2020 minutes as submitted.*

- **COMMUNICATIONS**

- FRCOG study of Ambulance service for Northfield
 - Study wasn't as thorough as expected, data lacked information, and figures were questionable. How this service will be run was also not addressed.
 - Stearns received email from Mark Fortier, EMS, that included his budget and capital plan.
 - Campbell would like to have someone present to be able to answer the many questions the FINCOM has regarding this service and budget proposal.
 - Mail from Solid Waste District, the final assessment for FY2021. BOH will have this figure incorporated within their budget.

- **MEETINGS ATTENDED REPRESENTING THE FINCOM**

- Porada (Emergency Services Facility Committee): Llamas is working on scheduling a meeting; working on agenda items
 - Matteo (Community Preservation Committee): Next meeting 1/22/2020
 - Stearns: nothing regarding PVRs
 - Kaczinski (Water Ad Hoc Committee): no meeting scheduled at this time
 - Spanbauer (Business Park Committee-NOT A REPRESENTATIVE OF THE FINCOM): Meeting 1/27/2020 with the Selectboard to discuss if they will support a request for \$5,000 to help with grants

- **NEXT MEETING**

- 2/4/2020: Library, Tax Collector/Treasurer, Assessors and Town Clerk
 - 2/11/2020: Franklin County Tech School and Board of Health
 - 2/25/2020: EMS and possibly Fire Department

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: 2-4-2020

Approved By: Lori M. Stearns