

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

ALSO PARTICIPATING IN VIDEO CONFERENCE: Andrea Llamas, Town Administrator, Beth Walker, FINCOM Secretary

As per the Agenda:

“Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, MGL, C30A. s20, and the Governor’s March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Town of Northfield Finance Committee will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Northfield’s website, at northfieldma.gov. For this meeting, members of the public who wish to watch the meeting may do so in the following manner: The meeting will be filmed and broadcast in live time by BNCTV, Channel 17 and a link will be posted on the Town’s website at northfieldma.gov. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event we are unable to do so, despite best efforts, we will post on the Town’s website an audio or video recording, or other comprehensive record of proceedings as soon as possible after the meeting.”

The FINCOM meeting was called to order at 6:00 pm by Stearns. Meeting was audio recorded.

- **DISCUSSION OF CHANGE OF TIMELINE FOR TOWN MEETING AND A POSSIBLE SUBSEQUENT SPECIAL TOWN MEETING, TOWN ELECTION AND RELATED REQUIREMENTS**
 - Stearns, Campbell, Llamas and the Town Moderator, Nathan L’Etoile, met via conference call on April 7 to discuss Town Meeting, Elections and such. Looking into having the Town meeting on June 29th, 2020 and Town Elections on June 30th, 2020.
- **DISCUSSION OF AVAILABLE FUNDS**
 - Llamas stated that Deb Mero had provided her with a FY19 balance sheet. This in turn will help get to the Free Cash certification.
 - Llamas provided FINCOM members with spread sheets showing stabilization and omnibus budget via e-mail.
 - Llamas advised that there is \$472,000 available from the sale of the cell phone tower easement. These funds however have restrictions as to how it can be spent. Can be used for capital projects.
 - There are funds that will cover COVID-19 related expenses. FEMA will provide funds as well as a Federal Funded CARES ACT. The CARES ACT will provide \$4691.90 to Northfield.
 - General question to Llamas: How much revenue does the Building Permits, other permits, transfer station stickers/bags and dog license bring in? She will get actual figure
- **SEWER BUDGET**
 - Status on request for further information regarding a special fund to help those accounts who can’t pay bill. Is this legal?
 - Per Llamas the Sewer Commission is not entertaining that idea anymore.
 - Stearns noted that a revised budget never came in from the Sewer Commission.
 - Llamas did have a change to Wages and Salary. Was \$68,000 now its \$60,000
- **Stipends**
 - Stearns wanted to note that two stipends cannot be received (i.e. Selectboard Stipend AND Sewer Commissioner Stipend). Individual will take the higher of the two

- **CONSIDERATION/DECISIONS ON RECOMMENDATIONS FOR FY21 BUDGET ITEMS INCLUDING COLA**
 - Several changes/adjustments to budget line items
 - Selectman Salary adjusted in preparation of the possibility of 5 member board
 - FINCOM expense rounded up (\$1)
 - Computer Supplies & Services \$71,000 to \$73,000 to cover all expenses needed. This new figure more accurate
 - ConsCom expense was reduced since the salary for the boards clerk was removed from their budget
 - Police Salary and Wages had \$32 added to it, it was from another line item account that didn't need to be separated
 - Police Radio figure adjusted. At the time the Chief presented budget, the radio figure was not out.
 - The Board of Health budget has been confirmed. There was an issue with the stipends and the secretary salary being merged into one line item; that was corrected and it is two separate line accounts
 - Out of District tuition and transportation; appearing to still only have (1) student, although, the applicants have until May. FY20 cost \$34,165; however the transportation portion should be reduced since COVID-19 there is no open school.
 - The FINCOM would like to have time to review documents provided by Llamas and then meet in two weeks

AT 7:17 pm, Campbell exited meeting so the FINCOM could discuss COLA; Campbell did not return to meeting

- Stearns reminded FINCOM members that in past practices, the FINCOM would base the potential COLA on the same figure that the Federal Government did for Social Security benefits. This year the increase is 1.6%
 - *A motion was made by Matteo, seconded by Kaczinski and VOTED unanimously to recommend a COLA of 1.6%. IN FAVOR VOTES: Stearns, Kaczinski, Matteo, Porada and Spanbauer*
- **CONSIDERATION/DECISIONS ON RECOMMENDATIONS FOR TOWN MEETING ARTICLES AND FUNDING THEREFORE, AS TIME PERMITS**
 - Per Llamas, the Town Clerk salary increase request does not need to be its own separate article; it can be part of the omnibus budget as its own line item
 - Police Chief contacted Stearns about the timing of the Town Meeting and availability of funds to purchase new cruiser. The last time a cruiser was purchased it took 11 months for the order to come in. Chief inquiring about the possibility of putting in order, sooner rather than later. Stearns concerned with other emergency departments also needing special equipment. Spanbauer noted that if the Town Meeting is going to be scheduled for June 29th, then funds would be available/approved by July 1.
 - Llamas will contact Tom Walker about a cost to run water line from highway garage to transfer station, as opposed to digging a new well at transfer station.

- **REVIEW AND APPROVAL OF MINUTES**
 - The minutes from the February 25th, 2020 meeting were reviewed
 - The minutes from the March 10th, 2020 meeting were reviewed
 - The minutes from the March 11th, 2020 meeting were reviewed
 - *A motion was made by Campbell, seconded by Porada and VOTED to accept the February 25th, 2020, March 10th, 2020 and the March 11th, 2020 minutes as presented. IN FAVOR VOTES: Stearns, Campbell, Porada, Kaczinski and Matteo. ABSTAINED: Spanbauer*

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES
APRIL 21, 2020 6:00 PM
VIDEO CONFERENCE

- *A motion was made by Spanbauer, seconded by Matteo and VOTED unanimously to designate Campbell as signatory until the Town Hall is open again. In FAVOR VOTES: Stearns, Campbell, Porada, Kaczinski, Matteo and Spanbauer*

- **MEETINGS ATTENDED REPRESENTING THE FINCOM**

- Stearns, Campbell and Llamas met to discuss Town meeting; see above discussion notes
- Matteo (CPA): will meet on 4/23 via Zoom. Matteo requested that Llamas get updated CPA figures from accountant.

- **NEXT MEETING**

- 5/5/2020 at 6pm via ZOOM

A motion was made by Matteo, seconded by Porada and VOTED unanimously to adjourn FINCOM meeting. IN FAVOR VOTES: Stearns, Porada, Matteo, Kaczinski and Spanbauer

Meeting closed at 7:30 pm

Submitted by:
Bethany Walker
FINCOM Secretary

Approved On: 4/21/2020

Approved By: Remiel R. Campbell