

**PARTICIPATING FINCOM MEMBERS:** Lois Stearns, Dan Campbell, Bernhard Porada, Jack Spanbauer, Sue Kaczinski and Tony Matteo (6:20PM)

**ALSO PARTICIPATING IN VIDEO CONFERENCE:** Andrea Llamas, Town Administrator; Barbara "Bee" Jacque, Selectboard Member; and Beth Walker, FINCOM Secretary

*This meeting was not recorded via BNCTV*

Stearns called the FINCOM meeting to order at 6 pm

Stearns read the following statement 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. These minutes will be posted on the Town of Northfield Website as soon as possible after the meeting"*

• **APPOINTMENT TO CPA (COMMUNITY PRESERVATION ACT) COMMITTEE**

- Tony Matteo has been the FINCOM rep to this committee and FINCOM members would like to keep Matteo as the representative
  - ***A motion was made by Stearns, seconded by Campbell and VOTED unanimously to have Tony Matteo be the FINCOM representative for the CPA committee. Matteo accepted.***

• **REVIEW AND APPROVE MINUTES**

- May 10, 2021 minutes were reviewed
  - ***Motion made by Campbell, seconded by Porada and VOTED unanimously to accept the May 10, 2021 minutes as written***

• **REVIEW OF MONTHLY BALANCE REPORT**

- Stearns wanted clarification on last column of report

• **RESERVE FUND TRANSFER REQUESTS**

- A request from Town Administrator in the amount of \$3,700 from the Reserve Fund to the Legal Account. This is to pay the consultant preparing the ROW documents for the Town for the Schell Bridge project.
  - ***A motion was made by Campbell, seconded by Spanbauer and VOTED unanimously to approve the transfer request of \$3,700 from the Reserve Fund to the FY2021 Legal account (01-151-5303).***
- A request from the Town Administrator in the amount of \$15,000 from the Reserve Fund to the FY2022 Selectman-Other Account (01-122-5580). This is to pay for the consulting services for the Police Chief Search as well as advertising and background checks, etc....
  - Brief discussion shows full support for this request to conduct such a service.
  - ***A motion was made by Spanbauer, seconded by Campbell and VOTED unanimously to approve the transfer request of \$15,000 from the Reserve Fund to the FY2022 Selectman Other account***

• **END-OF-YEAR TRANSFER REQUESTS FOR FY2021**

- The following requests have already been approved by the Selectboard on 6/29/2021; looking for FINCOM approval.
- A request from the Town Administrator in the amount of \$39,168.99 to be transferred from the Hwy Dept. Wages Reg account (01-422-5110) of which \$38,909.59 to go to the Snow Removal Wages account (01-423-5110) and \$259.40 to go to the Snow Removal Services account (01-423-5318) to cover winter roads labor costs for snow and ice removal.
  - ***A motion was made by Spanbauer, seconded by Porada and VOTED unanimously to approve to transfer the amount of \$39,168.99 from the Hwy Dept. Wages Reg account of which, \$38,909.59 will go to the Snow Removal Wages account and \$259.40 will go to the Snow Removal Services account.***
- A request from the Town Administrator in the amount of \$2,434.24, of which \$1,500 would come from the SB Meetings account (01-122-5308) and \$934.24 would come from Town Admin Meetings



account (01-123-5308) and transferred to Tax Titles Advertising (01-158-5304) and Tax Titles Reg of Deeds account (01-158-5630) to cover the expense for Tax Title pursuing delinquent tax properties.

- ***A motion was made by Campbell, seconded by Spanbauer and VOTED unanimously to approve to transfer the amount of \$1,500 from the SB Meetings account and \$934.24 from Town Admin Meetings account to the Tax Titles Advertising account and Tax Titles Reg of Deeds account.***

- The following requests have not been presented to the Selectboard as of yet for their approval:
- A request from the Town Administrator in the amount of \$849.66 to be transferred from the Treasurer Office Supply account (01-145-5420) to the Treasurer Salary account (01-145-5110) for the balance of leave accrual paid out upon resignation of the Treasurer.

- ***A motion was made by Porada, seconded by Spanbauer and VOTED unanimously to approve the transfer of \$849.66 from the Treasurer Office Supply account to the Treasurer Salary account.***

- A request from the Town Administrator in the amount of \$1,199.66 to be transferred from the Tax Collector Office Supplies account (01-146-5420) to the Tax Collector Salary account (01-146-5110) to pay out leave accruals upon resignation of the Tax Collector and the pay expenses for an interim Collector.

- ***A motion was made by Campbell, seconded by Porada and VOTED unanimously to approve the transfer of \$1,199.66 from the Tax Collector Office Supplies account to the Tax Collector Salary account.***

- A request from the Town Administrator in the amount of \$79.83 to be transferred from the Accountant Meetings account (01-135-5308) to the Financial Assistant account (01-135-5120) to pay for hours to compensate the Financial Assistant to cover work as the Assistant Treasurer upon resignation of the Treasurer.

- ***A motion was made by Spanbauer, seconded by Porada and VOTED unanimously to approve the transfer of \$79.83 from the Accountant Meetings account to the Financial Assistant account.***

- A transfer request from Floyd M Dunnell III in the amount of \$6,900 from the Station Maintenance account/operation expenses to the Fire Dept Wages account (01-220-5120), Wages for June 2020, FY2020 were paid from the wage account of FY2021 in error, therefore leaving the balance of FY2021 short. 6:38pm there was a call into "Skip"/ Chief Dunnell to verify this transfer source of funds.

- ***A motion was made by Spanbauer, seconded by Campbell and VOTED unanimously to approve the transfer of \$6,900 from the Fire Department Operations/Maintenance expense accounts (various line items t/b/d) to Fire Department Wages***

- ***A motion was made by Stearns, seconded by Spanbauer and VOTED unanimously to authorize Dan Campbell to sign any document(s) that are necessary if they have been approved at the FINCOM meeting.***

- ***A motion was made by Stearns, seconded by Campbell and VOTED unanimously to authorize Dan Campbell to sign Beth Walker's time card.***

- **TOWN ADMINISTRATOR UPDATE**

- Closing out the ADA grant
- Back Parking lot/drainage update; Llamas wants it done this summer, waiting to hear back from engineer and Highway Supt.
- Codification on Zoning by-laws; the Planning board is reviewing it, and then they still have to have a hearing. Potential to have it ready for Special Town Meeting, otherwise will have to wait until ATM
- Preston Memorial; Llamas to follow up with this project
- ARPA funds; 1<sup>st</sup> meeting occurred (Jacque and Campbell were also present at this meeting). First meeting primarily discussed the structure of the group: priority list, what are the actual options



available, discussed bringing in a consultant, looking at ALL aspects of the town and what the Federal Government specific guidelines entail.

- **COMMUNICATIONS**

- A bill from the Association of Town Finance Committee's in the amount of \$160 for annual dues
  - *A motion was made by Campbell, seconded by Spanbauer and VOTED unanimously to pay the \$160 for dues to the ATFC*
  - *A motion was made by Stearns, seconded by Porada and VOTED unanimously to have Campbell sign this bill*

- **REPORTS OF OTHER MEETINGS ATTENDED**

- Campbell (APRA): gave update with Llamas earlier. As Town Clerk: Campbell is looking to potentially retire next July, would like to entertain the thought of an Assistant Town Clerk to help the transition to a new Town Clerk. This will be presented at the next budget process, just wanted to give the FINCOM a heads up. This would also be addressed at STM.
- Porada (Public Safety Complex): The interior repair work at the current fire station is complete. Engineer report came back that the expansion joints cannot be repaired and no heavy vehicles are to be on 1<sup>st</sup> floor. Project manager for Public Safety Complex is looking into location if land passes then it will go before the Town Administrator and Selectboard to do offer; Llamas sent draft to Andrea Woods /FRCOG
- Matteo (CPA & H.E.A.R.T) the Regional agreement seems to be on a pause. Matteo believes that if the two districts do in fact merge, the Regional Agreement would have to be redone again, so perhaps that is why this is on a pause.

- **PVRS REGIONAL AGREEMENT**

- Brief discussion on this. Still looking for clarity on Capital vs. Operating expense; especially since two of the towns no longer have an elementary school and are joined in with the other remaining towns

- **ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

- *A motion was made by Spanbauer, seconded by Matteo and VOTED unanimously to have Lois Stearns as Chairman. Stearns agreed to be Chairman*
- *A motion was made by Stearns, seconded by Porada and VOTED unanimously to have Dan Campbell as Vice-Chairman. Campbell agreed to be Vice-Chairman*

- **NEXT MEETING**

- To be determined, may not need to meeting in August

*A motion was made by Campbell, seconded by Porada and VOTED unanimously to adjourn the FINCOM portion of the meeting. Meeting adjourned at 7:46pm*

Submitted by:  
Bethany Walker  
FINCOM Secretary

Approved On: 10/18/2021  
Approved By: Daniel A Campbell