

**PARTICIPATING FINCOM MEMBERS:** Lois Stearns, Chair; Dan Campbell (6:42pm), Tony Matteo, Jack Spanbauer and Bernhard Porada

**ABSENT FINCOM MEMBER(S):** Sue Kaczinski

**ALSO PARTICIPATING IN VIDEO CONFERENCE:** Heath Cummings, Selectboard Chair (6:09-6:45pm); Bethany Walker, FINCOM secretary; Tyler Bourbeau BNCTV

Live via BNCTV & Recorded via Zoom  
Stearns called the meeting to order at 6:00pm

*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"*

- **REVIEW AND APPROVE MINUTES OF 3/14/2022 & 3/21/2022**
  - Minutes from the 3/14/22 & 3/21/22 meeting were reviewed
    - *A motion was made by Spanbauer, seconded by Matteo, and **VOTED** unanimously to approve the 3/14/2022 minutes as written*
    - *A motion was made by Spanbauer, seconded by Porada, and **VOTED** unanimously to approve the 3/21/22 minutes as written*
- **TOWN ADMINISTRATOR UPDATE**
  - Selectboard starting to receive requests for ARPA funds (requests start with the ARPA committee reviewing them and then the committee brings forth to Selectboard)
    - The only request approved to date is the Senior Center Director Pay
    - Discussion on the uses of funds. Porada inquired about the possible use towards sewer improvements. Spanbauer inquired whether funds could be used towards potential new water district
  - ½ of the ARPA funds have been received to date
    - Have until 2024 to allocate funding
    - All funds need to be expended by 2026
- **DISCUSS & DECIDE ON FINCOM RECOMMENDATIONS FOR FY23 BUDGET – INCLUDING PVRs & TECH SCHOOL REQUESTS**
  - Omnibus review
    - COLA and all personnel cost (i.e. step increase where applicable) have been applied.
    - ALL requests made by each department/committee have been put into the omnibus, including the requested increase in stipend pay to the Selectboard and the requested new stipend pay for the Planning Board
    - This is not including PVRs, however, today, Llamas updated and added the preliminary figure for a placeholder. It is unclear if the PVRs budget was voted on and approved by School Committee.
    - Spanbauer wants the requested Selectboard increase in stipend funds to be a special article and not in omnibus; let voters decide. Also, discussion on the Planning Board stipend request
    - *A motion was made by Porada, seconded by Spanbauer, and **VOTED** unanimously to have the Selectboard request of increase in stipend pay and the Planning Boards request for a stipend to be removed from the FY23 omnibus and put forward as special articles for town meeting vote.*
    - Building Maintenance position is now fully under the Highway budget; however, Llamas has the capability to have the full breakdown of wages for all highway personnel to be able to track. It is also in a format in which Snow and Ice Removal as well as Regular Wages has its own wage line and will be separated.



- *A motion was made by Spanbauer, seconded by Matteo, and VOTED unanimously to recommend the omnibus except for the increase to the Selectboard stipend, the request for a stipend by the Planning Board and the PVRS assessment.*
- Cummings stated that the Selectboard has not decided nor voted on the stipend increase and it may potentially not even happen.
- Cummings also brought up information regarding the PVRS budget and areas of concern. Based on his findings, it appears the Interim Superintendent will be getting about a 12.9% increase in salary: going from \$140,000 to \$158,000. The Director of Finance salary is increasing from \$98,000 to \$125,000 and the Director of Facilities position is going from \$58,000 to \$72,000.
- **DISCUSS & DECIDE ON FINCOM RECOMMENDATIONS RE: CAPITAL REQUESTS FOR FY23**
  - EMS Enterprise Fund
    - Brief discussion on the purchase of a new ambulance
    - *A motion was made by Campbell, seconded by Spanbauer and VOTED unanimously to support the ambulance out of the Enterprise Fund*
    - *A motion was made by Spanbauer, seconded by Matteo, and VOTED unanimously to support the EMS Enterprise fund budget request*
  - Sewer Enterprise Funds
    - Discussion on the \$2,000 for Property Survey
    - *A motion was made by Spanbauer, seconded by Campbell, and VOTED unanimously to approve to recommend the request for the property survey from the sewer enterprise fund*
    - *A motion was made by Porada, seconded by Campbell, and VOTED unanimously to support the sewer enterprise budget request*
    - Discussion on \$20,000 Driveway repair request
    - *A motion was made by Campbell, seconded by Matteo, and VOTED unanimously to support the ~~\$200,000~~ from the Sewer Enterprise fund for the cost of upgrading their driveway \$20,000*
  - Recreation Revolving Fund – changing the name/wording as to not have it solely Summer Program revolving.
    - *A motion was made by Matteo, seconded by Campbell, and VOTED unanimously to authorize limits set forth for the revolving fund*
    - *A motion was made by Matteo, seconded by Campbell, and VOTED unanimously to support changing the name of the Summer Program revolving fund to Recreation Revolving fund.*
  - Town Clerk article regarding Appointed vs. Elected is a non-money article
  - ADA improvements in the amount of \$20,000 (Covering Town Hall, NES and Library upgrades)
    - *A motion was made by Matteo, seconded by Spanbauer, and VOTED unanimously to recommend \$20,000 for ADA improvements/compliance*
    - *A motion was made by Campbell, seconded by Spanbauer and VOTED unanimously to Raise and Appropriate \$20,000 for ADA improvements*
- **DISCUSS & DECIDE ON FINCOM RECOMMENDATIONS RE: SPECIL ARTICLE REQUESTS FOR FY23**
  - Trash Compactor –
    - *A motion was made by Campbell, seconded by Matteo, and VOTED unanimously to Raise and Appropriate funds for the Trash Compactor.*
    - Brief discussion on the possibility of having the funds from the transfer station stickers go to a stabilization fund instead of the General fund



- Solar Appraisal –
  - *A motion was made by Campbell, seconded by Porada, and VOTED unanimously to Raise and Appropriate funds for the Solar Appraisal*
- 350<sup>th</sup> Committee
  - *A motion was made by Campbell, seconded by Porada, and VOTED unanimously to support the article for the 350<sup>th</sup> Committee.*
  - *A motion was made by Campbell, seconded by Porada, and VOTED unanimously to Raise and Appropriate funds for the 350<sup>th</sup> Committee article*
- NES Maintenance- should be between \$9,000-10,000, per Llamas. No capital requests submitted yet
  - *A motion was made by Campbell, seconded by Matteo, and VOTED unanimously to change amount requested to \$10,000 for NES maintenance*
  - *A motion was made by Campbell, seconded by Porada, and VOTED unanimously to Raise and Appropriate funds for the \$10,000 for NES maintenance article*
- NES Bathroom project ~~\$2400,000~~ \$240,000
  - *A motion was made by Porada, seconded by Spanbauer, and VOTED unanimously to support the \$240,000 for renovations for the bathrooms at NES and propose to be covered by Free Cash*
- Highway Truck \$200,000
  - *A motion was made by Campbell, seconded by Matteo, to support \$200,000 for a highway truck funds via Raise and Appropriate. Campbell rescinded this motion*
  - *A motion was made by Campbell, seconded by Matteo, and VOTED unanimously to support the \$200,000 for a highway truck funds via Free Cash*
- Police Cruiser \$56,000
  - *A motion was made by Campbell, seconded by Spanbauer, and VOTED unanimously to support the Police Cruiser and fund via Free Cash*
- Police Software/License \$1575
  - *A motion was made by Porada, seconded by Spanbauer, and VOTED unanimously to approve the Police software/license in the amount of \$1575 via Raise and Appropriate*
- Town Hall Sign \$30,000
  - *A motion was made by Spanbauer, seconded by Matteo, and VOTED unanimously to recommend the town sign in the amount of \$30,000 via Raise and Appropriate*
- Discussion on a potential article for the purchase of land for the emergency services facility. Property is being negotiated; Llamas recommending using cell tower sales money for this purchase. The number is not finalized but \$472,000 is available (cell tower sales) and that figure will be adequate.
- CPA project for \$15,000 for Historical Museum (painting of the building)
  - *A motion was made by Campbell, seconded by Matteo, and VOTED unanimously to support \$15,000 for the project for the Historical Society Museum via CPA funds*
- CPA annual allocation of funds
  - *A motion was made by Campbell, seconded by Matteo, and VOTED unanimously to support \$28,000 for annual allocation of funds for CPA*
- Prior year bill in the amount of \$187.45; Llamas suggested to pay out of current year funds
  - *A motion was made by Campbell, seconded by Spanbauer, and VOTED unanimously to recommend \$187.45 from current year Town Hall Maintenance account appropriations*
- Selectboard request to increase stipend pay. Chair would increase \$1,000 to a total of \$3,500 and each member would increase by \$1,000 to a total of \$3,200 each.
  - *A motion was made by Porada, seconded by Spanbauer, and VOTED unanimously to not recommend supporting the increase in stipend for the Selectboard*
- Planning board request for a stipend. Requested \$3,000 for Chair, \$1,500 for Vice Chair and \$500 for the other (3) members for a total of \$6,000



- Discussion about stipends in general. There is support of Planning board to receive a stipend, however, FINCOM not supportive of amount requested
  - *A motion was made by Spanbauer, seconded by Campbell, and VOTED unanimously to recommend a stipend for the Planning board in the amount of \$1,500 for the Chair, \$1,000 for the Vice Chair and \$500 for the other (3) members for a total of \$4,000*
- Room Occupancy Tax –
  - Llamas would like to have this back on the warrant, especially since there are major projects in the works that the town would benefit having this in place.
  - FINCOM in support of this being back on the warrant
- **DISCUSS & DECIDE ON SOURCES OF FUNDS FOR ALL REQUEST BEING RECOMMENDED**
  - Reviewed totals to this point in the meeting for what has already been voted on whether it be by Free Cash or Raise and Appropriate
  - Llamas to revisit the summary spreadsheet with different scenarios to see how it will affect the tax rate
  - Discussed Stabilization and Capital Stabilization
    - *A motion was made by Spanbauer, seconded by Campbell, and VOTED unanimously to propose a \$400,000 Capital Stabilization contribution and a \$75,000 contribution to OPEB*
- **ANY FURTHER DISCUSSION NEEDED ON FORMING EAST NORTHFIELD WATER DISTRICT**
  - Per Llamas, she has not received the language yet for the actual article. The article contains no money. Llamas is hopeful to have before town meeting
  - 4/6/22 at 6pm meeting at PVRS auditorium for the public. Town attorney will be present
- **REPORTS OF MEETINGS ATTENDED REPRESENTING FINCOM**
  - Porada (Emergency Services Facility): next meeting is 4/6/22 4pm
  - Matteo (CPA): nothing new to report/no meeting
- **COMMUNICATIONS**
  - Monthly Balances
- **OTHER ITEMS NOT GENERALLY ANTICIPATED 48 HOURS IN ADVANCE OF THIS MEETING**
  - NONE
- **NEXT MEETING**
  - 4/4/22
  - 5/2/22 Town Meeting

*A motion was made by Campbell, seconded by Spanbauer and VOTED unanimously to adjourn the FINCOM meeting*

Meeting adjourned at 8:55pm

Submitted by:  
Bethany Walker  
FINCOM Secretary

Approved On: 4/4/2022

Approved By: Daniel R. Campbell