

**PARTICIPATING FINCOM MEMBERS:** Lois Stearns, Chair; Dan Campbell, Sue Kaczinski, Bernhard Porada and David McCarthy (new member)

**ABSENT FINCOM MEMBER(S):** Tony Matteo

**ALSO PARTICIPATING IN VIDEO CONFERENCE:** Andrea Llamas, Town Administrator; Bee Jacques, Selectboard Chair; Bernie Boudreau, Selectboard member; Mary Bowen, Selectboard member; Heath Cummings, Selectboard member (6:20); Sandra Wood, Town Secretary; Jordan Burns, PVRSD Director of Finance & Operations; Reina Dastous, School Committee Chair/Northfield Rep; Patricia Kinsella, PVRSD Superintendent (6:54); Pam Eldridge (6:14)

Recorded via Zoom

Stearns called the FINCOM meeting to order at 6:00pm

Jacques called the Selectboard meeting to order at 6:19 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"*

• **CHANGES IN MEMBERSHIP TO FINCOM**

- Porada wanted to thank Jack Spanbauer, who stepped down from the FINCOM, for his years of dedicated service
- Stearns welcomed new FINCOM member David McCarthy

• **END OF YEAR TRANSFER OF FUNDS REQUESTS**

- \$256 requested from Veterans Memorial Committee to Memorial Day Supplies
  - *A motion was made by Campbell, seconded by Porada, and **VOTED** unanimously to support the transfer request in the amount of \$256 from Veterans Memorial Committee to Memorial Day Supplies*
- \$175.00 requested from Town Reports to Town Clock Electric
  - *A motion was made by Campbell, seconded by Kaczinski, and **VOTED** unanimously to support the transfer request in the amount of \$175.00 from Town Reports to Town Clock Electric*
- \$2,700.00 requested from the Treasurer Salary to the Treasurer Office Purchases account
  - *A motion was made by Campbell, seconded by Porada, and **VOTED** unanimously to support the transfer request in the amount of \$2,700 from the Treasurer Salary to the Treasurer Office Purchases account*
- \$167.16 requested from the Highway Garage Fuel Oil account to the Street Light account
  - *A motion was made by Campbell, seconded by Kaczinski, and **VOTED** unanimously to support the transfer request in the amount of \$167.16 from Highway Garage Fuel Oil to the Street Light account*
- \$3,350.55 requested from the PVRS Capital Account to the Out of School District Tuition and Transportation account
  - *A motion was made by Campbell, seconded by Kaczinski, and **VOTED** unanimously to support the transfer request in the amount of \$3,350.55 from the PVRS Capital Account to the Out of School District Tuition and Transportation account*
- \$1,652.66 requested from the Tax Collector Salary to the Financial Assistant account
  - *A motion was made by Campbell, seconded by Porada, and **VOTED** unanimously to support the transfer request in the amount of \$1,652.66 from the Tax Collector Salary to the Financial Assistant Account*
- \$4,917.10 requested from the Highway Supt Other to the Snow & Ice Account

- *A motion was made by Campbell, seconded by Kaczinski, and **VOTED** unanimously to support the transfer request in the amount of \$4917.10 from the Highway Superintendent Other to the Snow & Ice Account*
- \$15,000 requested from the Highway Wages account to the Machinery Maintenance account
  - *A motion was made by Campbell, seconded by Porada, and **VOTED** unanimously to support the transfer request in the amount of \$15,000 from the Highway Wages account to the Machinery Maintenance account*
- \$6,389.80 requested from Transfer Station Tipping Fees to Interfund transfer account (close out the following grant funds \$681 MIIA Grant, \$4874 bullet proof vest grant, \$587.50 EMPG grant and \$247.17 public library grant)
  - *A motion was made by Campbell, seconded by Porada, and **VOTED** unanimously to support the transfer request in the amount of \$6,389.80 from the Transfer Station Tipping Fees Account to the Interfund Transfer Account*
- Llamas noted that in case it was noticed a negative figure in the Council on Aging Salary account that was taking care of through ARPA funds, therefore not something that needs to be covered via a transfer

• **PVRSD SUPERINTENDENT & DIRECTOR OF FINANCE & OPERATIONS**

- Burns introduced himself as the new Director of Finance and Operations (formerly the position was called Business Manager). Burns started in June of 2022 and explained his role and responsibilities for this position.
- Cummings asked about Capital projects and Burns stated that he is meeting with faculty to review
- FINCOM & Selectboard members expressed desire to have a better line of communication between town and school district more directly regarding the budget planning process. Dastous would like to collaborate with town and have more of a presence.
- Llamas stated that she is working with Licata with leftover funds to help with NES projects

6:51 Boudreau makes a motion to adjourn the Selectboard portion of this meeting. Cummings seconded the motion. Roll call vote; Unanimous, all-in favor. Cummings, Bowen, and Boudreau leave the meeting. Jacques remains in meeting with FINCOM

• **TOWN ADMINISTRATOR UPDATE**

- Llamas discusses the close of the fiscal year, going well
- Llamas is closing out grants
- Highway has a new employee
- NES bathroom work has not started yet, working out a timeline and roles of individuals
- Discussion on the possibility of purchasing the Kiwanis Park. Llamas advised that there is a park grant. This would be under the Recreation department and not the school. This property could have potential to collaborate with the educational services. Still more work to do before the grant process.
- Economic development position: applications received however Llamas stated that there needs to be changes to the title and angle of the position needed. This position needs to be more focused on as a grant writer/facilitator manager as opposed to economic development. This is all funded through ARPA funds, not town funds.
- Llamas will follow up with Sewer commission to see if they are going to submit any request for ARPA funds. The state is involved with the sewer plant evaluation.
- OPEB report is in, town has 384,000 which is about one-third funded

7:11 pm Kinsella, Burns and Dastous leave the FINCOM meeting

- **REPORTS OF MEETINGS ATTENDED REPRESENTING FINCOM**

- Emergency Services Facility: Porada's term is up on the Emergency Services Facility Committee. Porada would like to continue to be involved on this committee
  - *A motion was made by Campbell, seconded by Kaczinski, and VOTED to reappoint Bernhard Porada to the Emergency Services Facility Committee. In Favor Votes: Stearns, Campbell, Kaczinski, and McCarthy. Abstained: Porada*
  - Porada did update the group that there were proposals received for Main Street site for the Selectboard to approve. The study is complete and there are no significant issues. Two design models were presented. There were NO responses for other sites presented to town. Llamas will be receiving two large sets of plans soon
- CPA: Matteo's term is up on the Community Preservation Committee; he is still interested in serving on this committee as the FINCOM representative per Stearns.
  - *A motion was made by Campbell, seconded by Porada and VOTED unanimously to reappoint Tony Matteo to the Community Preservation Committee FINCOM representative*
- ARPA: Campbell would like to continue to be the representative of the ARPA committee.
  - *A motion was made by Kaczinski, seconded by Porada, and VOTED to reappoint Daniel Campbell as the FINCOM representative for the ARPA committee. In favor Votes: Stearns, Porada, Kaczinski and McCarthy. Abstained: Campbell*
- Classification Sub-Committee: put discussion on hold for this committee

- **REVIEW AND APPROVE MINUTES OF 5/23/22**

- Minutes from the 5/23/2022 meeting were reviewed
  - *A motion was made by Campbell, seconded by Porada, and VOTED to approve the 5/23/22 minutes as written. In Favor Votes: Stearns, Campbell, Porada and Kaczinski. Abstained: McCarthy*

- **ELECTION OF OFFICERS/REORGANIZE**

- *A motion was made by Porada, seconded by Campbell, and VOTED to nominate Lois Stearns as Chair of the FINCOM. In Favor Votes: Campbell, Porada, Kaczinski, and McCarthy. Abstained: Stearns. Stearns accepted role as Chair of the FINCOM*
- *A motion was made by Kaczinski, seconded by Porada, and VOTED to nominate Campbell as Vice-Chair of the FINCOM. In Favor Votes: Stearns, Porada, Kaczinski and McCarthy. Abstained: Campbell. Campbell accepted role as Vice Chair of the FINCOM*

- **NEXT MEETING**

- t/b/a

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

Meeting adjourned at 8:04pm

Submitted by:  
Bethany Walker  
FINCOM Secretary

Approved On: \_\_\_\_\_

**NORTHFIELD FINANCE COMMITTEE MEETING MINUTES**

**JULY 11, 2022, 6:00 PM**

**VIDEO CONFERENCE VIA ZOOM**

Approved By: \_\_\_\_\_

*Daniel R. Campbell 9/26/2022*