

BOARD MEMBERS PRESENT: Lois Stearns, Dan Campbell, Bernhard Porada, Sue Kaczinski, Tony Matteo and Bonnie L'Etoile

ALSO PRESENT: Andrea Llamas, Town Administrator; Deb Kern, Library Director; Tom Walker, Highway Superintendent

The meeting was called to order at 6:00 pm by Stearns.
This meeting was video recorded.

- **INTRODUCTION**

- Stearns introduced Northfield's new Town Administrator, Andrea Llamas

- **LIBRARY BUDGET DISCUSSION**

- Kern explained process for her budget in order to be compliant to receive State aide.
- Budget changes reflected mostly in the wage and salary line item as Kern was taking into consideration step increases for those that qualify.
- The Field Library was adding \$50 to their budget which in turn would add \$50 to the Library Budget
- Kern did want to note that she, in error, did not increase the FY19 Electric budget sufficiently enough as there was an increase to the rates. With that being said, she wished to also increase the FY20 to an even \$5000
- No Capital Requests
- Budget Total for library requested \$169,619 (modified by what was originally submitted)

Kern leaves FINCOM meeting at 6:23pm

- **HIGHWAY DEPARTMENT BUDGET DISCUSSION**

- Stearns read off the list of Accomplished projects and objectives submitted by the Highway Dept
- T. Walker stated that it is an overall level funded budget request.
- Capital Requests changed slightly, pushed items back, nothing needed for FY20
- Cemeteries level fund, still part of a 3 year contract with Snow and Sons
- Llamas to work with T. Walker to gather a list of roads and the type of road it is; she will look into specific grants and funding for Northfield

7:00 Tom Walker leaves FINCOM

- **MINUTES**

- Minutes from the December 3rd 2018 joint meeting with the Selectboard were reviewed
- L'Etoile found a couple typo's
 - *A motion was made by Porada, seconded by Campbell and **VOTED** unanimously to accept the December 3rd 2018 minutes as corrected.*

- **RESERVE FUND TRANSFER REQUEST**

- Request from Interim Town Administrator, Bernard Kubiak, in the amount of \$3,500 from the Reserve Fund to the Foreclosed Property Maintenance account for documentation, supervision, removal and disposal of contaminated soil on 314N Caldwell Rd.
 - *A motion was made by Porada, seconded by Campbell and **VOTED** unanimously to approve the transfer request from the Reserve Fund to the Foreclosed Property Maintenance account in the amount of \$3,500.*

- **COMMUNICATIONS**

- Stearns received the AG Commission budget; level funded request
- Invitation to a meeting to be held on 1/31/19 at Greenfield Community College regarding Radio system for Police, Fire and EMS. Invitation to FINCOM Chairs, Selectboard and the department heads of Police, Fire and EMS
- Deb Mero, previous Accountant submitted account balances through to the end of November
- Bernardston FINCOM chair had email Stearns regarding the Lunch Deficit Payment
- School Committee meeting to be on 1/10/2019; Stearns plans to attend
 - Topics to include the closing of Pearl Rhodes Elementary and Warwick Elementary Schools, New donations to PVRSD, Lunch Report
- Letter from Selectboard Chair, Tracy Rogers, welcoming Andrea Llamas
- Retirement System Assessment \$180,126 (option to pay early, by 7/1/2019)
- Mileage reimbursement has gone up
- The Selectboard and the Assessors held the Tax Classification hearing and the FY19 tax rate is \$17.40/1000, that is down .46 from FY18

- **STAFF CHANGES**

- Deb Mero, former Town Accountant has officially retired and the new Town Accountant is Phil Gilfeather-Girton
- Barbara Brassor, former Treasurer /Tax Collector has officially retired and Mary Stokarski has been acting as Interim Treasurer /Tax Collector. Melissa Murphy has officially been hired as the Treasurer and Tax Collector and Stokarski will phase out of the interim position as Murphy gets brought up to speed.
- Llamas updated FINCOM that there are several changes that she is looking into for these offices she will bring up with the Selectboard.
 - direct deposit, bi-weekly pay and new time sheets
 - new tax collection software
- Rick Kingsly has filled the position of State Overseer at Pioneer; he is not actually a state employee but rather a consultant hired by the state

- **MEETINGS ATTENDED REPRESENTING THE FINCOM**

- Porada (Emergency Services Facility Committee): No new meeting to report; trying to arrange a meeting in the near future
- Porada (Town Governance Study Committee): committee has been meeting frequently and still working on gathering research and information to be able to come up with a recommendation if need be by the time Annual Town meeting approaches.
- Matteo (Community Preservation Committee): Received a few proposals. Group disappointed in outcome of town meeting vote not to increase a ½ %. Group will continue to make good use of funds. Next meeting is on 1/16/19
- Matteo (H.E.A.R.T): group is still working with consultant revising regional agreement. There are several changes that they would like to see in the agreement (such as adding an "at-large" member to have the total school committee group number be an odd number, to offset any tie votes. Group also discussed the (4) elementary schools and the possibilities for each.
- Stearns attended a Curriculum and Personnel Sub Committee meeting in December discussing the School Resource Officer position. 25-30 people were in attendance and included police chiefs from the 4 towns and a State police member from the District Attorney's Office. The Superintendent of PVRSD has not yet agreed to the SRO position for now and the school committee wants input in the

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES
JANUARY 8, 2019 6:00 PM
TOWN HALL 69 MAIN ST

job description and the selection of the position. On 1/2/2019 Steans attended a budget subcommittee meeting

- **NEXT MEETING**

- 1/15/19 EMS and Open Space to present budget
- 1/22/19 Council On Aging to present budget
- 1/28/2019 4 town PVRSD Selectboard and FINCOM members at Northfield Town Hall

A motion was made by Campbell, seconded by L'Etoile and VOTED unanimously to adjourn the FINCOM Meeting.

Meeting adjourned at 7:56 pm

Submitted by:
Bethany Walker
FINCOM Secretary

Approved On: 1-15-19

Approved By: Lois M. Stearns

