

PARTICIPATING FINCOM MEMBERS: Lois Stearns, Dan Campbell, Jack Spanbauer (6:07), Sue Kaczinski AND Bernhard Porada

FINCOM MEMBER(S) ABSENT: 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 was conducted by remote participation. These minutes will be posted on the Town of Northfield Website as soon as possible after the meeting."

The FINCOM meeting was called to order at 6:00 pm by Stearns

• **REVIEW AND APPROVAL OF MINUTES**

- The minutes from the June 23, 2020 meeting were reviewed
 - *A motion was made by Campbell, seconded by Porada and **VOTED** to accept the June 23rd, 2020 minutes as presented. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, and Porada ABSTAINED: Kaczinski*

• **REVIEW END OF YEAR TRANSFER REQUESTS**

- *A motion was made by Campbell, seconded by Stearns and **VOTED** unanimously to allow Campbell to sign off on the Transfer Requests, in replace of the FINCOM chair. IN FAVOR VOTES: Stearns, Campbell, Porada and Kaczinski*
- Last year the accountant failed to take the final expenses for the FY2019 salaries out of the FY19 budget and instead took it out of the FY2020 budget. As a result many FY20 salary line items are now short to pay the final salary expenses for the FY2020.
- Transfer Request in the amount of \$571.60 from the Employee Appreciation Account to the Secretary Salary Account.
 - *A motion was made by Spanbauer, seconded by Campbell and **VOTED** unanimously to move \$571.60 from the Employee Appreciation Account to the Secretary Salary Account. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Spanbauer, Porada and Kaczinski*
- Transfer Request in the amount of \$128.37 from Assessors Other Purch Svcs Account to the Assessors Clerk Salary Account
 - *A motion was made by Campbell, seconded by Spanbauer and **VOTED** unanimously to move \$128.37 from the Assessors Other Purchase Svcs Account to the Assessors Clerk Salary Account. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Spanbauer, Porada and Kaczinski*
- Transfer Request in the amount of \$1837.01 from the SB Tech & Mtgs. Account to the TA Salary Account.
 - *A motion was made by Spanbauer, seconded by Campbell and **VOTED** unanimously to move \$1837.01 from the SB Tech & Mtgs. Account to the TA Salary Account. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Spanbauer, Porada and Kaczinski*
- Transfer Request in the amount of \$2587.87 from Legal Expense Account to Treasurers Salary Account
 - *A motion was made by Campbell, seconded by Spanbauer and **VOTED** unanimously to move \$2587.87 from Legal Expense Account to Treasurers Salary Account. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Spanbauer, Porada and Kaczinski*
- Transfer Request in the amount of \$2954.25 from Legal Expense Account to Treasurer Office Supply Account. This was the expense of instituting Harpers Payroll Services for FY2020. These services are now budgeted in for the FY2021 budget

- *A motion was made by Campbell, seconded by Spanbauer and VOTED unanimously to move \$2954.25 from Legal Expense Account to Treasurers Office Supply Account. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Spanbauer, Porada and Kaczinski*
- Transfer Request in the amount of \$3944.12 from the Town Hall Pellet Account to the Computer Supply and Service Account. This is due to the Windows 10 upgrade.
 - *A motion was made by Campbell, seconded by Spanbauer and VOTED unanimously to move \$3944.12 from Town Hall Pellet Account to Computer Supply & Service Account. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Spanbauer, Porada and Kaczinski*
- Transfer Request in the amount of \$561.40 from the Town Clerk Other Account to the Town Clerk Salary Account (per same reason as above salary transfers).
 - *A motion was made by Spanbauer, seconded by Kaczinski and VOTED to transfer \$561.40 from the Town Clerk Other Account to the Town Clerk Salary Account. ROLL CALL IN FAVOR VOTES: Stearns, Spanbauer, Porada and Kaczinski ABSTAINED: Campbell*
- Transfer Request in the amount of \$1875.32 from the Town Hall Maint. Fuel Oil Account to the Building Maintenance Salary Account. (Per same reason as above salary transfers).
 - *A motion was made by Campbell, seconded by Spanbauer and VOTED unanimously to move \$1875.32 from Town Hall Maint. Fuel Oil Account to Building Maintenance Salary Account. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Spanbauer, Porada and Kaczinski*
- Transfer Request in the amount of \$538.86 from the Building Inspector Mileage Account to the Building Inspector Salary Account. (Per same reason as above salary transfers).
 - *A motion was made by Campbell, seconded by Porada and VOTED unanimously to move \$538.86 from Building Inspector Mileage Account to Building Inspector Salary Account. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Spanbauer, Porada and Kaczinski*
- Transfer Request in the amount of \$763 from the Police Community Policing Account to the Animal Control Salary Account. (Per same reason as above salary transfers).
 - *A motion was made by Campbell, seconded by Spanbauer and VOTED unanimously to move \$763 from Police Community Policing Account to Animal Control Salary Account. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Spanbauer, Porada and Kaczinski*
- Transfer Request in the amount of \$58.16 from the Board of Health Secretary Salary Account to the Shared Health Agent Account. The wrong amount was budgeted/passed at Town Meeting.
 - *A motion was made by Spanbauer, seconded by Campbell and VOTED unanimously to move \$58.16 from Board of Health Secretary Salary Account to Shared Health Agent Account. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Spanbauer, Porada and Kaczinski*
- Transfer Request in the amount of \$.50 from the Memorial Day Supply Account to the FRCOG Assessment Account. Appears to be a rounding error when budget was generated.
 - *A motion was made by Campbell, seconded by Spanbauer and VOTED unanimously to move \$.50 from Memorial Day Supply Account to FRCOG Assessment Account. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Spanbauer, Porada and Kaczinski*

- **DISCUSS NEED FOR ADDITIONAL FUNDING FOR ACCOUNTANT POSITION**
 - Llamas received 17 applications for accountant position; not (1) had municipal experience.
 - Llamas had 3 vendors that have municipal experience. Best fit is Hill Town Accounting. Price came in at \$34,800 (\$2900 per month). Available in budget is \$27,000; will need to come up with \$7,800.
 - Instead of transferring funds, Stearns would rather spend what is available, and then if a Special Town Meeting is warranted later on in the year, do a transfer. Hill Town Accounting will be on a month to month contract with each month costing \$2900.
 - *A motion was made by Spanbauer, seconded by Campbell and VOTED unanimously to support the hiring of Hill Town Accounting on a monthly basis at \$2900 per month.*

ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Spanbauer, Porada and Kaczenski
- **UPDATE FROM THE TOWN ADMINISTRATORRE STATUS OF NES PROJECTS, END OF YEAR EXPENSE REPORT & ANNUAL AND SPECIAL TOWN MEETING TO INCLUDE TAKING ANY ACTIONS NEEDED**
 - Short discussion on Town Meeting
 - Llamas stated that the EMS Director and the Bernardston Fire Chief had generated an agreement for the \$10,000. \$10,000 is what Bernardston voted to give to Northfield for EMS services. Technically, this will be an amendment to the agreement. A capital account to be created as well.
 - NES project: This coming Monday (July 13, 2020) the Selectboard will be awarding the bid to Schmidt.
 - Electric Vehicle Charging Station contract will also be awarded at upcoming Selectboard meeting.
 - Llamas is hoping to have the end of year report and close out FY2020 next week
 - Llamas' believes that the Selectmen can sign off on the Accounting agreement at their July 27th meeting; and then the Accountant can start immediately after.
 - Question came up about the \$7000 for the Preston Memorial as to whether or not that amount was figured into the budget; per Llamas, yes, it was.
- **VOTE ON RECOMMENDATION FOR FINCOM REPRESENTATIVE TO COMMUNITY PRESERVATION COMMITTEE**
 - Stearns announced that even though Tony Matteo is not present at this meeting, she had spoken to him prior to meeting and had asked if he would still be interested in being the FINCOM Rep for the Community Preservation Committee; Matteo agreed to continue.
 - *A motion was made by Spanbauer, seconded by Campbell and VOTED unanimously to have Tony Matteo continue to be the FINCOM Representative on the Community Preservation Committee.*

ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Spanbauer, Porada and Kaczenski
- **ELECT CHAIR AND VICE CHAIR FOR FY21**
 - *A motion was made by Spanbauer, seconded by Kaczenski and VOTED unanimously to have Lois Stearns continue on as Chair and Dan Campbell continue on as Vice-Chair.*

CALL IN FAVOR VOTES: Stearns, Campbell, Spanbauer, Porada and Kaczenski

 - Both Stearns and Campbell accepted
- **REPORTS OF PARTICIPATION IN MUNICIPAL MEETING**
 - None
- **NEXT MEETING**
 - Unless something comes up of importance, the FINCOM is not scheduling a next meeting at this time

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES

JULY 9, 2020 6:00 PM

VIDEO CONFERENCE

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

Meeting adjourned at 7:07 pm

Submitted by:

Bethany Walker

FINCOM Secretary

Approved On:

8/25/2020

Approved By:

Daniel R. Campbell