

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES
NOVEMBER 9, 2020 6:00 PM
VIDEO CONFERENCE

PARTICIPATING FINCOM MEMBERS: Lois Stearns, Dan Campbell, Jack Spanbauer, Bernhard Porada, Tony Matteo and Sue Kaczinski

ALSO PARTICIPATING IN VIDEO CONFERENCE: Andrea Llamas, Town Administrator; Barbara “Bee” Jacque, Selectboard Member; 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 will be conducted via 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 September 22, 2020 meeting were reviewed
 - *A motion was made by Campbell, seconded by Spanbauer and **VOTED** unanimously to accept the September 22, 2020 minutes as presented.*

- **STATUS OF RECEIVING END-OF-MONTH BALANCES OF OMNIBUS ACCOUNTS**

- Llamas advised FINCOM that the way that the FINCOM was used to getting balances of specific accounts isn’t set up the same way with the new system. Llamas will have accounting send the FINCOM members all the department account totals via email, providing all the balances for all the accounts/departments.

- **STATUS OF RECEIVING FY20 BALANCE SHEET**

- Per Llamas, this is still in process and she will have it sent out as soon as it is complete

- **STATUS OF AUDIT**

- FY18 is completed
- FY19 is about to begin

- **CAPITAL PLANNING FOR FY22**

- Llamas is planning on sending the Capital Request Form to all departments and will have a due date of December 7th, 2020

- **OPERATING BUDGET PLANNING FOR FY22**

- Llamas is planning on sending budget letter out December 14th, 2020 with a due date of January 4, 2021. Stearns had drafted the budget letter, but will update it to instruct departments to submit budgets to Llamas (years past it would be returned to FINCOM)
- COLA discussion
 - Federal Government (which FINCOM generally follows for COLA) is an increase of 1.3%
 - The Police are contracted to a minimum of 1.7%

- **SPECIAL TOWN MEETING**

- Possibility of having one early part of year; COVID-19 restrictions may determine when/how.
- Items that would be addressed at STM could include Schell Bridget and By-Laws

- **UPDATE ON FINANCIAL POLICES AND PROCEDURES WORKGROUP**

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- Consultants from the Collins Center met with Stearns, Llamas, Jacque, Town Treasurer (Melissa Murphy), Town Accountant (Dave Fiero, Jr.) and the Financial Assistant (Erin Degnan) discussed policy and procedures. The FINCOM and Selectboard will review final version
- **SCHELL BRIDGE PROJECT UPDATE**
 - WSP and Mass DOT is working with attorneys and doing title work.
- **CURRENT STATUS OF (2) ENTERPRISE FUNDS**
 - Sewer
 - D.E.P is pushing sewer commissioners to get things done that the sewer plant is currently in violation of.
 - EMS
 - Per Llamas, budget prep has started and on target
 - Still working on the arrangement with Bernardston's contribution
- **UPDATE ON MAINTENANCE POSITION**
 - Reviewing candidates and will be interview 4-6 individuals
- **FURTHER UPDATES ON 2017 ARTICLES**
 - Article 15 Town Hall Wiring: done
 - Article 17 Codify Zoning By-Law: still working on by-laws. COVID-19 has slowed the process
 - Article 19 Town Hall Drainage/Parking Lot \$100,000: abutters are not responding and it is assumed they do not want to entertain the proposal. Looking into proposing to MASS DOT for connecting to their drainage
- **OTHER ITEMS NOT GENERALLY ANTICIPATED 48 HOURS IN ADVANCE OF THIS MEETING**
 - Reserve Fund Transfer Request
 - (2) circulating pumps need to be replaced at \$3500 each
 - *A motion was made by Campbell, seconded by Spanbauer and VOTED unanimously to transfer \$7000 from the Reserve Fund to the Town Hall Maintenance Pellet Stove Account.*
- **NEXT MEETING**
 - No date set at this time

A motion was made by Stearns, seconded by Campbell and VOTED unanimously to go into Executive session at 7:08 pm for Reason number3; to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the Chair so declares. ROLL CALL IN FAVOR VOTES: Stearns, Campbell, Porada, Matteo, Kaczinski and Spanbauer. Jacque left meeting.

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

Meeting adjourned at 7:24 pm

Submitted by:
Bethany Walker
FINCOM Secretary

Approved On:

Approved By:

1/11/2020
Daniel R. Campbell