

PARTICIPATING FINCOM MEMBERS: Lois Stearns, Jack Spanbauer, Bernhard Porada, Tony Matteo (6:45pm joined mtg) and Sue Kaczinski

FINCOM MEMBERS ABSENT: Dan Campbell

ALSO PARTICIPATING IN VIDEO CONFERENCE: Barbara "Bee" Jacque, Selectboard Member; Rick Martin, Superintendent at Franklin County Tech School; Russ Kaubris, Business Manager at FCTS; Beth Walker, FINCOM Secretary, and Tyler Bourbeau, BNCTV

*The FINCOM meeting was called to order at 6:00 pm by Stearns
This meeting was broadcast live via Facebook and on BNCTV*

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 FY22 BUDGET/CAPITAL REQUEST WITH SUPT & BUSINESS MGR FROM FCTS**

- Martin and Kaubris present budget
 - Review of New Programs added to FCTS
 - Staff Adjustments
 - Facility Initiatives
 - COVID-19 adapting
 - Enrollment figures currently and anticipated numbers going forward the next several years
 - Assessment \$461,831 (approximately a 2-1/2% increase)
 - Capital Assessment is \$10,943 (EQV basis)

6:30 Martin and Kaubris leave FINCOM meeting

• **REVIEW AND APPROVAL OF MINUTES**

- Minutes from the February 1, 2021 meeting were reviewed
 - *A motion was made by Spanbauer, seconded by Kaczinski and **VOTED** unanimously to accept the February 1, 2021 minutes as written.*

• **COMMUNICATIONS**

- Statement from Stearns about allegations that were stated that the "Finance Committee did not understand the EMS finances"
- Balances were received from Financial Assistant.

• **REVIEW FY22 BUDGET/CAPITAL REQUEST WITH TOWN ADMINISTRATOR**

- Reviewed line item increases
 - Wages do include COLA
 - Salaries to increase since the Selectboard will go from 3 members to 5
 - Accountant Salary
 - Town Legal expense account
 - Water & Sewer
 - Veterans District
 - County Retirement

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES
FEBRUARY 8, 2021 6:00 PM
VIDEO CONFERENCE VIA ZOOM

- Health Ins & Life Ins for Retired & Medicare Expense
- Discussion on Town Hall Maintenance Position Salary and who's budget it falls under
- Reviewed Capital Plan for Town Hall
 - FY22 office furniture, rugs, carpet and flooring
 - FY23 security on doors for remaining offices
 - FY24 nothing at this time
 - FY25 Computers & Copier
 - FY30 Servers

• **FINANCIAL UPDATES**

- Llamas will now add the FCTS assessment into the budget
- PVRs budget hearing is 2/9/21 and then PVRSD School Committee will be voting on the budget on 2/11/2021
- Llamas provided the EMS 10 year plan
 - FY2028 \$750,000 for an EMS building
 - It was requested that Llamas provide a copy of the MOU between Bernardston & Northfield as well as Erving and Northfield for EMS services
- Sewer budget is still pending, Llamas to have soon and will send out as soon as she gets it
- Free Cash should be ready end of February per Llamas
- 2020 Audit should be done this year per Llamas
- Per Llamas the Warrant is open and is scheduled to close on March 22. On April 6 the Warrant will be signed and it will be posted on April 15th.
- The FINCOM still needs to meet with Highway, Town Clerk, Sewer and CONSCOM. Stearns had asked Llamas about ZBA and if they had submitted a budget request. Llamas will follow up to confirm whether or not they did in fact submit one.
- Llamas will send out an inventoried list of all Highway Dept. town-owned vehicles

• **REPORTS OF MEETINGS ATTENDED AS REPRESENTATIVES OF THE FINCOM**

- Matteo (CPC): Attended a brief meeting and voted to move forward on 4 projects. Projects included a shed for Council on Aging, Fixing Trails around golf course, Pavillion behind NES and additional funds for work at the Unitarian Church to correct an issue discovered with some rotten timbers at the time the Town Clock repair work was being done. On February 18th the groups who submitted for these projects will meet with CPC.

• **NEXT MEETING**

- 2/22/2021

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

Meeting adjourned at 7:50 pm

Submitted by:
Bethany Walker
FINCOM Secretary

Approved On: 2/22/2021

Approved By: [Signature]