

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

ALSO PARTICIPATING IN VIDEO CONFERENCE: Andrea Llamas, Town Administrator; Barbara "Bee" Jacque, Selectboard Member; Beth Walker, FINCOM Secretary

Stearns called the meeting to order at 6pm

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 AND APPROVAL OF MINUTES**

- Minutes from the 11/15/2021 meeting were reviewed.
 - ***A motion was made by Matteo, seconded by Campbell, and VOTED to accept the November 15th, 2021 meeting minutes as written.*** In Favor Votes: Stearns, Matteo, Campbell, Kaczinski and Porada. Abstained Votes: Spanbauer
- Notes from the 11/16/21 Selectboard meeting were reviewed; FINCOM did not have a quorum.

- **REVIEW FREE CASH CERTIFICATION**

- Free cash certification (included EMS and Sewer)
- Per Llamas, she is working on closing out old accounts with the accountant
- Account balance for the money received for the sale of the easement with the cell tower is available (\$482,221.80). There are restrictions as to how this money can be used
- Overlay account update
- Matteo would like to see CPA balances; these are not certified by DOR so it does not show up on Llamas reports- only something that can be done in-house. Llamas will speak with Erin in accounting to see if they can come up with a format to produce balances, not just current year, but total overall balances. Matteo believes that it is in November of each year that the State gives their portion of money towards the CPA.

- **DISCUSS AND DECIDE ON REQUESTING ARTICLES ON WARRANT PLACING MONEY IN STABILIZATION FUNDS**

- Stearns requested putting some of the Free Cash into Capital Stabilization now at the Special Town Meeting as well as the General stabilization account.
 - Llamas responded stating that the Town is currently at the recommend balance in the General stabilization account (5% of budget). Excess money is better off to go into Capital Stabilization; Llamas doesn't recommend putting money into general stabilization at this point.
 - ***A motion was made by Stearns and seconded by Matteo and VOTED unanimously to put \$100,000 from Free Cash to Capital Stabilization account.***
 - Llamas will put article on warrant

- **DECIDE ON RECOMMENDATIONS FOR WARRANT ARTICLES**

- Article #2 outstanding Board of Health Bills; Llamas recommends paying out of current year account funds. Discussion.
 - ***A motion was made by Campbell, seconded by Spanbauer and VOTED unanimously to support article 2 and take money from the current year account.***

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES
NOVEMBER 29, 2021 6:00 PM
VIDEO CONFERENCE VIA ZOOM

- Engineering and maintenance work at NES. Money already voted on in previous years for NES work, so this article is just a matter of transferring money for the purpose of the new projects using only appropriated funds. Discussion.
 - *A motion was made by Spanbauer, seconded by Campbell and VOTED unanimously to recommend the transfer of funds available from old PVRs/NES projects to ongoing projects at NES*
 - Creating the position of Assistant Town Clerk
 - Campbell gave brief explanation about the position requested and then left the ZOOM meeting at 6:34pm
 - Per Llamas, she advised that in an earlier discussion with Campbell, he is in favor of making position appointed.
 - The previous study conducted by the Town Governance Committee recommended that the clerk position be appointed vs. elected.
 - For Annual Town Meeting, Llamas would like to have the Town Clerk position made into an article to make it appointed.
 - Currently no job description for the Assistant Town Clerk position; Llamas and Campbell to work together to come up with one. Discussion
 - *A motion was made by Stearns, seconded by Matteo and VOTED to support article 4 in the amount of \$4800 to appoint an Assistant Town Clerk via the source of funds of FREE CASH. In Favor Votes: Stearns, Porada, Matteo, Kaczinski and Spanbauer. Abstained/Not Present: Campbell*
 - 6:45 Dan Back in Zoom meeting
 - Article 6 regarding the public safety facility project. Looking for \$90,000 to cover cost associated with site management/studies
 - *A motion was made by Stearns, seconded by Spanbauer and VOTED unanimously to support article 6 in the amount of \$90,000 by a transfer from Free Cash to proceed with this project*
- NEXT MEETING
 - t/b/d

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

Meeting adjourned at 7:17pm

Submitted by:
Bethany Walker
FINCOM Secretary

Approved On: 1/17/2022

Approved By: Daniel R. Campbell