

NORTHFIELD FINANCE COMMITTEE MEETING MINUTES

FEBRUARY 7, 2022 6:00 PM

VIDEO CONFERENCE VIA ZOOM

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

FINCOM MEMBERS ABSENT: Tony Matteo

ALSO PARTICIPATING IN VIDEO CONFERENCE: Andrea Llamas, Town Administrator; Jon McGowen, Library Trustee; Lloyd Parrill, Library Trustee; Misha Storm, Library Director; Skip Dunnell, Fire Chief (6:40pm); Brian Brault, 350th Committee (6:55pm); Stacy Bond, 350th Committee Chair (6:55pm); Lindsay McCarthy, 350th Committee Treasurer (6:55pm); Joan Stoia, 350th Committee (7:06pm) Bee Jacques, Selectboard member; Tyler Bourbeau BNCTV

Live via BNCTV & Recorded via Zoom
Stearns called the meeting to order at 6:00pm

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"

• LIBRARY BUDGET DISCUSSION

- Introductions, Storm became Library Director in July of 2021
- Overall increase is ultimately just the state requirement
- Changes within the budget stem from the previous director's salary being quite higher than Storm's salary; that money was then shifted around elsewhere. Materials line-item major increase. Small increase to electricity, telephone, water bill, CWMars, office supply and maintenance supply
- Farms library separate from this budget; need to be reminded to submit their budget
- COLA not figured into budget

6:13 Storm, Parrill, and McGowan leave FINCOM Zoom meeting

• FIRE DEPARTMENT BUDGET DISCUSSION

- Wages had a 3% raise, so it will need to be recalculated by Llamas
- Increases to Inspection Fees, Hydrant Fee, Fire Dept Other Purchases, postage, office supplies,
- Dunnell had a \$100 increase to telephone, however he stated that was an error and should be level funded
- Reduced FRCOG radio assessment
- A majority of the radios have been installed; end of February all should be completed. The repeaters have not been purchased yet as Dunnell is not sure how well they will work (especially on the campus). Wants to see how they will work before the actual purchase
- Capital Planning: looked at 150k for rescue truck, however since received quotes, no chassis will fit for the current facility, could buy 2nd owned rescue instead of refurbishing current. So currently holding off.
- Emergency Management Director portion of budget discussion
 - Increase for the reverse 911 code red system, everything else level funded

6:57 Dunnell leaves FINCOM ZOOM meeting

• 350TH COMMITTEE BUDGET DISCUSSION

- Bond presented budget. Goal for 2023 "Reconnecting Northfield". \$60,000 budget requested for FY23 in hopes to finalize all that the committee wants to do for this event
- FY2020 appropriated \$5,000, FY2021 another \$5,000; only about \$800 has been used for website host to get it up and running. \$2,000 has been earmarked for mailers
- Time frame of celebration is going to be covered throughout the whole year
- Projected revenue \$23,000 from donors; tiers from sponsorships going out to both private/commercial and personal entities. Memorabilia sales, in kind services (not monetary but services rendered). Covid-19 may factor into donations.

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- Deerfield is also celebrating in 2023 as well, communications in works for possibly combining some events
- Spanbauer asked in advance of Town meeting will there be any sort of publication? Per Stoia, first piece of literature will be in mailboxes by March 1 accompanied by an article in the Greenfield Recorder

Brault, Bond, McCarthy and Stoia leave FINCOM ZOOM meeting at 7:30pm

- **REVIEW AND APPROVE MINUTES OF 1/31/22**

- Minutes from the 1/31/22 meeting were reviewed.
 - *A motion was made by Spanbauer, seconded by Campbell, and **VOTED** unanimously to accept the January 31st, 2022 meeting minutes as written.*

- **REPORTS OF MEETINGS ATTENDED REPRESENTING FINCOM**

- Porada (Emergency Services Facility): Tuesday, February 8th, is next meeting. Will be doing evaluations and discussing individual ratings on who should go forward to be interviewed with the selectboard and ultimately be awarded the bid as Architect contractor for the facility. Report due within the next week regarding topography and wetland issues.

- **TOWN ADMINISTRATOR UPDATE**

- Budget Balance sheets
 - Inquiry about expenditures: Building Maintenance position had \$43,000 appropriated but only \$900 used. Llamas has addressed this with Tom Walker, Highway Superintendent. Llamas wants all work done by Building Maintenance position to come from that designated line account. Llamas is working out with T. Walker the way salaries are being paid for all members in highway and building maintenance. This will help with tracking funds and chapter 90 money.
- Stearns asked about the potential of a continued paving project on Old Wendell Rd. With building lots being sold, what is happening and what is the town's responsibility.
 - Llamas stated that there was \$100,000 appropriated a few years ago to start with the hiring of an engineer; November/December an engineer was hired.
- PVRSD Budget Subcommittee meeting originally scheduled for this week is postponed.
- Department Head Meeting scheduled for Wednesday Feb 9th
- Selectboard had a meeting last week pertaining only about the Recreation portion of First Light relicensing; Jacques gave a brief update.

- **OTHER ITEMS NOT GENERALLY ANTICIPATED 48 HOURS IN ADVANCE OF THIS MEETING**

- NONE

- **NEXT MEETING**

- 2/14/2022

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

Meeting adjourned at 7:36 pm

Submitted by:
Bethany Walker
FINCOM Secretary

Approved On: 2/14/22

Approved By: Daniel R. Campbell