

FINANCE COMMITTEE MEETING MINUTES  
UPSTAIRS MEETING ROOM, 1 AVENUE A, TURNERS FALLS, MA  
WEDNESDAY, JULY 10, 2019  
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The Chair opened the meeting

- Meeting was opened at 6:00 PM in the Upstairs Meeting Room
- **Finance Committee members present:** Jen Audley, Fred Bowman, Greg Garrison, John Hanold, and Richard Widmer. Chris Menegoni was absent.
- **Others present:** Town Accountant Carolyn Olsen. Town Administrator Steve Ellis was absent.
- The Chair announced that the meeting is being recorded by MCTV and asked if anyone else was recording the meeting. No one else was recording the meeting.

### Minutes

The following changes were suggested:

1. Page 3, second full paragraph, add “special” in front of “article”
2. Page 3, next to last paragraph, replace “delineated” with “separated”
3. Page 4, first paragraph, fourth sentence replace “be less arduous” with “may be less time-consuming.”
4. Page 4, first paragraph, fifth sentence insert “and” before “could.”
5. Page 5, Topics Not Anticipated, second line, replace “spears” with “appears”

Finance Committee Moved:

To approve the minutes of June 12, 2019 with the suggested edits.

Vote:   5   In Favor              0   Opposed              0   Abstained

### Reserve Fund Transfers

The Town Clerk is requesting a Reserve Fund Transfer of \$2,200. Unexpected expenses for FY2019 include additional payroll costs related to a retirement and notifying 2,878 voters of new polling locations.

Finance Committee Moved:

To transfer \$2,200 from the Reserve Fund to Clerk Salaries (001-5-161-5111).

Vote:   5   In Favor              0   Opposed              0   Abstained

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**Discretionary Funds**

Mr. Hanold would like to have this issue resolved. Ms. Olsen reported that WPCF Superintendent Bob McDonald would not be requesting a discretionary account in Fiscal Year 2021, nor would the IT Administrator. The amount typically requested for both discretionary accounts will be included in the respective operating budgets. Ms. Olsen also reviewed charges to the Police Discretionary accounts since the first one in FY2012, and found that the only individual purchases over \$5,000 (the threshold for capital outlay, which must be appropriated separately) during that time were a radar speed trailer and costs for purchasing or equipping cruisers that were in excess of the special article, budget, or insurance reimbursement amount. The committee will ask Chief Williams if he can include all discretionary account's expected needs in his Fiscal Year 2021 operating budget, and explain that he is welcome to discuss this with the Finance Committee.

Regarding the DPW discretionary account, Ms. Audley noted that the DPW is the most likely to purchase equipment over the capital outlay amount, and so this account still makes sense for the DPW. Mr. Widmer asked if, as the replacement plan moves forward, if it is likely that the top threshold of \$100,000 may be reduced. The \$100,000 also allows for very large unexpected repairs, so this amount is likely to continue. The Capital Improvements Committee annually asks if DPW Superintendent Bergeron can live with a lower amount. There was no interest in eliminating the DPW Discretionary special article.

Finance Committee Moved:

To accept the DPW discretionary account, eliminate the WPCF and IT discretionary accounts, and invite Chief Williams to come in and discuss the Police discretionary account with the committee.

Vote:   5   In Favor              0   Opposed              0   Abstained

**Reorganization**

Mr. Hanold announced that Ms. Olsen will no longer be doing minutes. Mr. Bowman asked if the committee could hire someone to prepare minutes. Ms. Audley noted that other committees within the county have paid staff to prepare minutes. Mr. Garrison suggested determining how much it would cost and see if the budget can be amended, and noted that committee members will need to take up the slack in the interim. Mr. Hanold noted that the Energy Committee rotates the responsibility. Mr. Hanold asked all members to check on what other committees do, and the pay ranges for secretarial assistance. It was decided that members would rotate preparing minutes until a more permanent solution is found.

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Mr. Bowman suggested that the opening on the Finance Committee resulting from Michael Naughton's resignation could be posted on the town's website, and Ms. Audley suggested putting a notice in the paper.

Mr. Hanold announced that he is stepping down as chair. In the past he has offered it to others, but now he feels it's time for someone else to take on this responsibility. Ms. Audley said she would be willing to be the chair, noting she has experience chairing committees and helping groups make decisions. Mr. Widmer asked if Mr. Garrison or Mr. Bowman were interested in the Chair position. Mr. Garrison would be willing to be Vice-Chair, but not Chair. Mr. Widmer would also be interested in serving as chair and helping to have efficient meetings.

Finance Committee Moved:

To reorganize with Jen Audley as Chair, John Hanold as vice-chair, and rotate the position of clerk until further notice, with Mr. Widmer acting as clerk for the July 24<sup>th</sup> meeting.

Vote: 5 In Favor            0 Opposed            0 Abstained

### Updates

Ms. Olsen reported that the Board of Health has no current plans to pursue hiring a Public Health Nurse, and is waiting to fill the Health Inspector position until new Health Director Mr. Wasiuk has more time to evaluate the work flow and department needs.

Ms. Olsen also reported that a settlement agreement has been reached with FirstLight, but that nothing has been signed yet. Once the details are made available, the Finance Committee and Selectboard will be able to evaluate the ramifications.

Ms. Audley will work on scheduling items from the to-do list for the next three meetings. Mr. Widmer would like to see how close we are to our blueprint and suggested seeing what the important pieces are and what the Selectboard thinks are important, specifically regarding whether we need to consider staffing changes. Blueprint questions would be given to the Selectboard for prioritization. Mr. Widmer will provide an outline of his blueprint issues at the next meeting.

Ms. Audley suggested that one item for consideration before the Fiscal Year 2021 budget season begins is a review of the affordable assessment formula, which is 10 years old. Ms. Audley wants to have a deeper discussion this year, even if the decision is to keep it.

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Ms. Audley will check with Mr. Ellis on the status of timeline for “next steps” for building projects and studies that are currently underway and that the town foresees coming soon.

**Next Meeting Dates:** July 24<sup>th</sup>, August 21<sup>st</sup>, and September 11<sup>th</sup>

**Topics not anticipated within in the 48 hour posting requirements – none**

**Meeting adjourned at 7:00 PM**

**List of Documents and Exhibits:**

- Minutes of June 12, 2019
- Reserve Fund Transfer Requests – Town Clerk

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REQUEST FOR TRANSFER FROM THE RESERVE FUND

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6 of the Massachusetts General Laws.

1. Amount requested: \$ \$2,200.00
2. To be transferred to account number 001-5-161-5111-000  
Account Title Clerk Salaries
3. Present balance in said line item appropriation: \$(3,776.49)

The amount requested will be used for (give specific purpose): This amount will cover the shortfall in the line items of salaries and printing & bookbinding.

This expenditure is extraordinary and/or unforeseen for the following reasons: My former assistant, Mandy Hampp, announced that she would be retiring in November 2018. Vacation and sick time had to be paid out of my budget along with the hiring of my new assistant, Kathern (Beanie) Pierce, who made a lateral move from the Board of Health to my office with a higher pay rate than Mandy. Per union contract she keeps the higher rate of pay. I also had to relocate three polling locations this year. The two precincts that previously voted at Hillcrest School moved to the Senior Center. The precinct that previously voted at the Senior Center moved to Town Hall. By MGL I had to send notification to every voter in those three precincts of the change. This involved printing postcards and the postage for 2,878 voters before the Annual Town Election.

Deb Bourbeau Date: July 3, 2019  
Officer/Department Head

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ACTION OF OVERSIGHT BOARD

Date of Meeting: \_\_\_\_\_ Number present & voting: \_\_\_\_\_  
Transfer recommended in the amount of \$ \_\_\_\_\_ Transfer disapproved: \_\_\_\_\_  
Chairperson \_\_\_\_\_

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ACTION OF FINANCE COMMITTEE

Date of Meeting: \_\_\_\_\_ Number present & voting: \_\_\_\_\_  
Transfer voted in the amount of \$ \_\_\_\_\_ Transfer disapproved: \_\_\_\_\_

\_\_\_\_\_  
Chairperson, Finance Committee