

FINANCE COMMITTEE MEETING  
MINUTES  
1 AVENUE A, TURNERS FALLS, MA  
WEDNESDAY, JULY 7, 2021

Page 1 of 2

Meeting was opened at 6:00 PM by remote participation via Zoom

- **Finance Committee members present:** Jen Audley, Jennifer Waryas, Fred Bowman, Greg Garrison, Francia Wisnewski, and John Hanold.
- **Absent:** Chris Menegoni
- **Selectboard members present:** Chris Boutwell
- **Others:** Town Administrator Steve Ellis, Accountant Carolyn Olsen, Treasurer/Collector Eileen Seymour, Rob Addleson (Financial Policies consultant), Ariel Elan, and Julian Mendoza (Reporter for Greenfield Recorder)

The Chair announced that the meeting is being streamed and recorded by MCTV and asked if anyone else was recording the meeting. Ms. Olsen is recording the meeting, but no one else was. Remote participation for both members and the public was provided by Zoom. The link to the recording is <https://vimeo.com/572614151>.

### **Review of Financial Policies Project Results**

This was a lengthy presentation by Mr. Addleson which included an overview of the work he has done on draft Financial Management and Operations Policies for Montague. Mr. Addleson anticipates exploring four in more depth: Annual Budget Process, Capital Planning, Debt Management, and Financial Reserves. Mr. Addleson was asked to prepare a memo listing the topics he highlighted during his presentation, and he agreed to do so

It is worth mentioning that the goal of this work is to memorialize procedures and establish new ones, to create a repository of institutional knowledge and a ready reference for new folks

There was a brief discussion of how to make this information available to the public and whether a public hearing was necessary. The consensus was to have a public discussion about the policies, but not to solicit input from the public. There weren't any next steps identified at this meeting except that we will pick this up at the next meeting 7/21/21.

### **Approval of Minutes**

The minutes for the meeting of June 9, 2021 were reviewed and approved.

Finance Committee Moved: To approve minutes of June 9, 2021.

Vote: Audley-Aye, Waryas-Aye, Bowman-Aye, Garrison-Aye, Wisnewski-Aye, and Hanold-Aye

### **Updates from Town Administrator and Accountant**

Ms. Olsen said that she didn't have anything that couldn't wait. John Hanold asked about "last minute bottle filling." Ms. Olsen said the only budget she was concerned about was the Airport, but she did not expect any need for last minute transfers.

FINANCE COMMITTEE MEETING  
MINUTES  
1 AVENUE A, TURNERS FALLS, MA  
WEDNESDAY, JULY 7, 2021

Page 2 of 2

**Updates from Town Administrator Steve Ellis:**

- Offered commendations for Ms. Olsen and community volunteer Brendan Trainor (IT professional) for the successful RFP process for the town's IT consultant contract.
- ARPA funding secured – Montague is eligible for \$2.45M in assistance and has received the first installment \$430K. The Selectboard will decide how these funds will be spent. Mr. Ellis noted there is an interest in looking at WPCF capital needs.
- Meals tax revenue is recovering quickly and is near pre-pandemic levels.
- CIC will be meeting next week to discuss the standards and criteria for the building assessment project which will move the town closer to having a stronger and objective set of data to support investments.
- The GMRSD is likely to ask for a tile project at Hillcrest to be completed next summer if funded.

**Annual committee reorganization - same except change of clerk**

Ms. Audley solicited interest in the positions of Chair, Vice-Chair, and Clerk, noting that this may be her last year on the committee. No one wanted to take on the role of Clerk, but after assurances of assistance and noting that the minutes can be simpler than they have historically been, Jennifer Waryas was kind enough to volunteer.

Finance Committee Moved: Jennifer Audley shall remain Chair, Greg Garrison will remain Vice-Chair, and Jennifer Waryas will become the Clerk.

Vote: Audley-Aye, Waryas-Aye, Bowman-Aye, Garrison-Aye, Wisnewski-Aye, and Hanold-Aye

**Agendas for Future Meetings** We will address special projects at the next meeting on 7/21/21 as they were skipped in this meeting due to time constraints.

**Adjournment**

Finance Committee Moved: To adjourn at 7:54 PM.

Vote: Audley-Aye, Waryas-Aye, Bowman-Aye, Garrison-Aye, Wisnewski-Aye, and Hanold-Aye.

**Topics not Anticipated in the last 48 Hours**

No new topics were raised.

Respectfully submitted by Jennifer Waryas

**List of Documents and Exhibits:**

Draft - FINANCIAL MANAGEMENT AND OPERATIONS POLICIES