

**MONTAGUE FINANCE COMMITTEE**  
**Final Minutes**  
**Wednesday, July 13, 2022 at 6:00 p.m.**

**This meeting was held via Zoom and recorded: <https://vimeo.com/729827610>**

**PRESENT:** Vice-Chair Greg Garrison, Jennifer Waryas (6:04 p.m.), Chris Menegoni, John Hanold, Francia Wisnewski and Dorinda Bell-Upp, members; Town Accountant Carolyn Olsen; Town Administrator Steve Ellis; Scribe BettyLou Mallet; Bryan Camden, Airport Manager; Sue Richardson, guest.

- 1. CALL TO ORDER** – The meeting was called to order at 6:00 p.m. by Vice Chair Greg Garrison. The meeting is being broadcast live via MCTV and is recorded by Carolyn Olsen. All members present on a role call vote.
- 2. REVIEW OF MEETING MINUTES OF JUNE 15, 2022** – The members received the minutes of June 15, 2022 and had time to review. No questions or revisions. **On a motion by JH and seconded by DB-U, the minutes of June 15, 2022 were approved as written. GG, aye; JH, aye; DB-U, aye; FW, aye; CM, aye.**
- 3. FINANCE COMMITTEE REORGANIZATION** – DB-U volunteered to be the Clerk. JH nominated FW as Chair. GG seconded. FW stated she will accept the position and is looking forward to working with the Committee. GG stated he is willing to continue as Vice-Chair; FW seconds his motion to accept. **On a motion by JH and second by FW, the Committee approves the positions of the Montague Finance Committee to be Francia Wisnewski as Chair; Gregory Garrison as Vice-Chair and Dorinda Bell-Upp as Clerk for the 2022/2023 fiscal year. GG, aye; JH, aye; DB-U, aye; FW, aye; CM, aye.**
- 4. RESERVE FUND TRANSFER REQUESTS** – The committee received and reviewed several requests for transfer from reserve fund forms. CO went through and described each request. A \$7,000 request has been placed from the Town Clerk to replenish the deficit from an unexpected additional election needed and the set-up of tabulators. The Board of Health has requested \$350.00 for the Health Director’s travel expenses. The Airport has two requests; \$9,900 to eliminate a current deficit due to a shortfall from specific tenants not paying their rent/lease payments on time and \$7,500 for the Aviation Fuel Revolving Fund. Bryan Camden stated that he is rectifying the situation between 2 of the 5 tenants with their lease payments and feels the funds will be recovered within the next 30 days. There are two habitual offenders he is working with town counsel in order to obtain the funds; which are less than \$1,500, otherwise he can place a lien of the aircraft. He also stated the Airport Commission has discussed stricter fines for future offenders. GG also asked about the fuel deficit and Bryan stated it has been the “perfect storm” with the rising costs of fuel. The replenishment of the Aviation Fuel Revolving Account should assure a fund balance adequate to cover future fuel purchases.

**On a motion by JH and second by FW, the request to transfer \$7,000 to account number 001-5-161-5124 (Clerk PT/Temp Wages) to replenish deficits in PT/Temp Wages and Other Professional/Technical was approved. DB-U, aye; JW, aye; JH, aye; FW, aye; GG, aye.**

**On a motion by JH and second by CM, the request to transfer \$350.00 to account number 001-5-511-5710-000 (BOH Travel) to pay the Health Director for travel for inspection services was approved. GG, aye; DB-U, aye; JH, aye; JW, aye; CM, aye; FW, aye.**

**On a motion by JH and second by CM, the request to transfer \$9,900 to account number 001-5-994-5964 (Transfer to Airport Enterprise Fund) was approved. GG, aye; DB-U, aye; JH, aye; JW, aye; CM, aye; FW, aye.**

**On a motion by CM and second by DB-U, the request to transfer \$7,500 to account number 001-5-994-5964 (Transfer to Airport Enterprise Fund Aviation Fuel Revolving) was approved. GG, aye; DB-U, aye; JH, aye; JW, aye; CM, aye; FW, aye.**

Chair Francia Wisnewski will see Carolyn Olsen in the morning to sign the transfer forms.

**5. CONTINUE DISCUSSION OF DRAFT FINANCIAL POLICIES – A-1 (Annual Budget Process), A-2 (Capital Planning), and A-5 (Financial Reserves).**

The committee received the remaining 3 policies showing revisions for their review. GG stated A-2 (Capital Planning) had been approved by the Capital Improvement Committee. JH had reviewed the majority of the revised policy and was happy to move it forward. CO discussed the addition of “new asset purchase” on page 3, the 3<sup>rd</sup> bullet, first arrow’d bullet. FW stated page 5, 4<sup>th</sup> bullet left the language open when using a question mark. DB-U asks that the inclusive language be used throughout all policies. There were no other comments. **On a motion by FW and second by CM, the committee voted to approve policy A-2 Capital Planning with the revisions of removing “new asset purchase” and including “his/her/their” throughout. JH, aye; DB-U, aye; JW, aye; GG, aye; CM, aye; FW, aye.**

A-5 (Financial Reserve) was then discussed. The committee discussed a few sections including a section on page 7 of the General Stabilization Fund and funding OPEB. Although there was discussion, there were no other edits made to this policy. **On a motion by JH and second by JW, the committee moved to approve A-5 (Financial Reserve). DB-U, aye; JH, aye; FW, aye; JW, aye; CM, aye; GG, aye.**

A-1 (Annual Budget Process) was the last policy to review. Jen Audley, past Finance Committee Chair, submitted a revised Annual Budget Process policy to the members for their review. CO reviewed and would like to make a few adjustments and submit to the committee for further review. Other members would like additional time to review the adjusted policy. GG asked the committee members to review the policy and JA suggested revisions and to come to the next meeting with any questions and comments.

**6. UPDATES FROM TOWN ADMINISTRATOR AND TOWN ACCOUNTANT –** There were no updates from either department.

**7. FUTURE MEETING DATES AND TOPICS –** August 10, 2022 will be the next Finance Committee meeting. Topics will include finalization of policy A-1 (Annual Budget Process), estimated balance for free cash and any other clean-up before budgeting in the fall. GG asked BettyLou Mallet if she was able to continue as a scribe. She stated she is still able to cover the committee but asks members to spread the word for a new scribe.

8. ADJOURNMENT – On a motion by JH and second by JW, the meeting adjourned at 7:23 p.m. JH, aye; DB-U, aye; JW, aye; FW, aye; CM, aye; GG, aye. Meeting adjourned.

Respectfully submitted,

BettyLou Mallet  
Scribe

Meeting materials – Request for Transfer from the Reserve Fund  
A-1 Annual Budget Process Policy  
A-2 Capital Planning Policy  
A-5 Financial Reserves Policy

Approved by Montague Finance Committee: 08/24/2022