

**FINANCE COMMITTEE MEETING
TUESDAY, JUNE 25, 2019**

A meeting of the Finance Committee (FC) was held on Tuesday, June 25, 2019 in the Municipal Center. Ms. Holmes called the meeting to order at 7:00 PM.

ATTENDANCE:

PRESENT: Pamela Holmes (Chair), Howard D'Amico (Vice Chair), Carol Gogolinski, Michael Hutnak, Heather Morin, Lynne Mussulli

ABSENT: Dick Vanden Berg

NON-VOTING: Jeanne Lovett (Finance Director), Philip Landry

1. MEETING MINUTES: October 9 & 23, 2018, March 26, April 2 & 19, 2019

Mr. D'Amico made a motion to approve the October 9, 2018 Finance Committee meeting minutes as presented. Mr. Hutnak seconded the motion. Vote: Aye-6.

Mr. D'Amico made a motion to approve the October 23, 2018 Finance Committee meeting minutes as presented. Mr. Hutnak seconded the motion. Vote: Aye-6.

Mr. D'Amico made a motion to approve the March 26, 2019 Finance Committee meeting minutes as amended. Mr. Hutnak seconded the motion. Vote: Aye-6.

Mr. D'Amico made a motion to approve the April 2, 2019 Finance Committee meeting minutes as amended. Mr. Hutnak seconded the motion. Vote: Aye-6.

Mr. D'Amico made a motion to approve the April 10, 2019 Finance Committee meeting minutes as amended. Ms. Morin seconded the motion. Vote: Aye-6.

2. FINANCIAL UPDATES

Ms. Lovett stated that the original budget for the Snow & Ice account was \$155,000. The Special Town Meeting approved a transfer of \$145,000 from Free Cash, and the current unreconciled current balance in the account is \$26,749.

The end of the fiscal year is this Sunday, June 30, 2019.

3. ECONOMIC DEVELOPMENT PROJECTS

There was no discussion.

4. CAPITAL PURCHASES

There was no discussion.

5. RESERVE FUND TRANSFERS/ VOUCHERS/ SNOW & ICE REMOVAL

Ms. Lovett stated that the balance in the Reserve Fund is \$49,575.

Town Engineer William Cundiff joined the meeting and stated that one hourly position in the Building Dept. was historically budgeted by hours/week, however the methodology was changed and Mr. Cundiff was still tracking the position by hours, not by dollars, causing the account to go over budget.

**APPROVED
October 8, 2019**

Mr. D'Amico made a motion to transfer \$1,249 from the Reserve Fund to the Salary account of the Community Development Dept. Ms. Mussulli seconded the motion. Vote: Aye-6.

Ms. Lovett explained the reasoning for the transfer needed for the street light account. Ms. Lovett is still waiting for a credit. She will not pay the final bill until that credit is received. Ms. Lovett gave a background on Reserve Funds.

Mr. Hutnak made a motion to transfer \$11,000 from the Reserve Fund to the Street Lighting account. Mr. D'Amico seconded the motion. Vote: Aye-6.

Ms. Lovett explained the reasoning behind the request for the transfer for the IT Dept., including issues with MUNIS printing, which alone took the IT consultant 25 hours to resolve. Ms. Lovett has sent an email to MUNIS stating Douglas' issue with the list of approved printers, and she will ask the IT consultant to do the same.

Ms. Morin made a motion to transfer \$8,500 from the Reserve Fund to the IT budget. Ms. Mussulli seconded the motion. Vote: Aye-6.

6. FY2021 BUDGET YEAR PROCESS

Ms. Lovett distributed some information prepared by Mr. Wojcik. A discussion of this information will be held at the first meeting in the fall.

7. ELECTION OF FINANCE COMMITTEE OFFICERS FOR NEXT YEAR

Ms. Holmes announced that she is resigning from the Committee after 25 years. Ms. Lovett and the Committee thanked Ms. Holmes for her service.

Ms. Holmes suspended her role as Chair and Ms. Lovett took over the meeting and opened nominations for Chair.

Ms. Gogolinski made a motion to nominate Howard D'Amico as Chair of the Finance Committee for FY2020. Mr. Hutnak seconded the motion. Vote: Aye-5, Mr. D'Amico abstained.

Mr. D'Amico took over as Chair and opened nominations for Vice Chair.

Mr. D'Amico made a motion to nominate Michael Hutnak as Vice Chair of the Finance Committee for FY2020. Ms. Morin seconded the motion. Vote: Aye-6.

8. OLD/NEWBUSINESS

New Business: Mr. Hutnak made a motion to authorize Heather Morin as the primary member to sign payroll and expenses. Ms. Gogolinski seconded the motion. Vote: Aye-6.

Ms. Gogolinski made a motion to authorize Lynne Mussulli as the alternate member to sign payroll and expenses. Ms. Morin seconded the motion. Vote: Aye-6.

Old Business: Ms. Holmes asked about the status of the School Bus Contract. Ms. Lovett believes that the contract has gone out to bid, however she does not have the final amount yet.

9. DATE FOR NEXT MEETING

Mr. D'Amico recommended that meetings endeavor to last no more than an hour and avoid meeting on the third Tuesday of the month. He asked Ms. Lovett to give a half hour presentation on the first Tuesday in October on how the budget process works. Ms.

**APPROVED
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Lovett stated that she can assist with that, however the budget comes from the Town Administrator's office.

Mr. D'Amico asked that the Town Administrator present his thoughts on the budget on the first Tuesday of November. Ms. Lovett stated that Mr. Wojcik will be presenting that information at the October meeting.

Ms. Lovett explained that typically, the FC alternates Tuesday meetings with the Board of Selectmen, who meet on the first and third Tuesdays of the month. Ms. Lovett suggested that the FC first meet in September. The following meeting dates were recommended for 2019: September 24, October 8, 22, (November 18-fall Town Meeting).

Mr. D'Amico asked Ms. Lovett to email meeting reminders to the FC a week before a meeting.

10. ADJOURNMENT

Ms. Holmes made a motion at 7:52 PM to adjourn the Finance Committee meeting. Ms. Gogolinski seconded the motion. Vote: Aye-6.

Respectfully submitted,

Mary Wright
Recording Secretary