

## **WHATELY FINANCE COMMITTEE**

### **MEETING MINUTES**

**February 6, 2019**

**5:00 pm**

Finance Committee Attendees: Paul Antaya, Fred Baron, Jim Kirkendall, Dan Kennedy, and Tom Mahar. Other Attendees: Brian Domina (Town Administrator) and Amy Schrader (Administrative Assistant).

The meeting was opened at 5:00pm by the Chairperson Paul Antaya.

The Committee voted to approve the meeting minutes of December 11, 2018.

**Reserve fund transfers for property liability insurance** – Brian informed the Finance Committee that after a meeting with MIIA, it increased the square footage value of the elementary school based on Mass School Buildings Authority replacement costs, which resulted in a premium increase for the elementary school building. MIIA offered to split the increase premium payment, which is \$3,000 now and \$3,000 on renewal. The Town Hall premium increased too. Brian requested a \$5,000 reserve transfer funds for the additional premium payments. After the transfer there will be around \$15,000 in the reserve fund for the rest of the fiscal year. The cost to insure the Center School may also increase if a vacant building policy is needed. The Finance Committee requested that a letter be drafted to the Selectboard encouraging it to make quick decisions on the future of the Center School. A motion was made and seconded to transfer \$5,000 from the reserve fund for Property Liability Insurance. All in favor. The Committee signed the request for transfer from the reserve fund.

**Whately expense and revenue trends** – Brian provided the Board with a PowerPoint slideshow presentation of Whately's expense and revenue trends. The slideshow showed expenses and revenues trends from FY2010 to FY2018 along with anticipated revenue for FY2019.

**FY 2019 operating budget and capital projects** – Brian discussed Whately's Capital Improvement Plan spreadsheet showing previously funded capital projects. The Committee had a brief discussion regarding the projects with the lowest percentage of completion. One of the Capital Improvement projects discussed was the Whately Elementary School Fire Sprinkler Repair project. Brian informed that Board that this project is out to bid with general bids due February 26<sup>th</sup>.

Paul Antaya (Chair) questioned if improvement have been made to the Capital Improvement Planning Committee. Brian informed the Board that the CIPC has several new members and it

intends to meet more regularly and undertake planning for future fiscal years, as well as the current fiscal year.

**FY 2020 capital and operations budgets and schedule of meetings** – Brian informed the Board that the Hampshire County Group Insurance trust is proposing plan changes again. The Town is looking at a preliminary 5% increase in the Group Health Insurance. The Board had a brief discussion regarding FY2020 new tax revenue possibilities, these possibilities include marijuana taxes and impact fees, Nexamp PILOT payments, and short-term rental taxes

Other tentative meeting dates were scheduled for February 12 and 26, March 12 and 26. Brian presented to the Committee a suggested schedule of budget meetings for the coming months. Most of the meetings will be held jointly with the Selectboard. The Committee agreed to the dates presented so Brian will present these dates to the Selectboard to see if the dates work for the Selectboard members.

Items not anticipated within forty-eight (48) hours of the meeting.

The meeting was unanimously adjourned at 6:21 p.m.

Respectfully Submitted,

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Brian Domina, Town Administrator

**Document List**

Finance Committee Meeting Minutes dated 12/11/2018  
PowerPoint slideshow – Whately Expense and Revenue Trends  
FY2019 Operating budget and capital projects