

WHATELY FINANCE COMMITTEE MEETING MINUTES

**Town Offices
January 21, 2020**

6:00 pm

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

The meeting was opened at 6:00 pm by the Chairperson Paul Antaya.

Discuss and vote approve meeting minutes of April 16, 2019 and July 11, 2019.

The Committee voted to approve the meeting minutes from April 16, 2019 and July 11, 2019.

Discuss and vote on Reserve Fund transfers

The Committee discussed three different unanticipated expenses incurred by the Town for the current fiscal year: Road Machinery account (\$8,000) for truck repairs, Police Department account (\$8,987) for wages due to injury and Assessors – General Expenses account (\$1,500) for computer software upgrades. Brian recommended that the Road Machinery account deficit be addressed with a future transfer from the Reserve Fund and that the remaining expenses be addressed at the next Special Town Meeting. The Committee took no action on these items.

Discuss and review expense and revenue trends

Brian gave a powerpoint presentation to the Committee on Revenue & Expenditure Trends for fiscal year 2021. The Committee discussed excess levy capacity, tax rates, average single-family tax bills, state aid and local receipts for Whately and neighboring communities. The Committee also discussed general town expenses, education expenses and debt service payments.

Discuss and review prior and current year budgets and capital projects

The Committee reviewed the prior and current year operating budgets, as well as previously funded capital projects. The Committee discuss the status of projects not yet completed, including but not limited to the water merger project, metal roof repairs and office improvements at the Town Offices and the planned purchase of a new lawn mower for the cemetery.

Discuss and review possible topics for a Special Town Meeting on March 25, 2020

The Committee reviewed a list of potential topics for an upcoming Special Town Meeting, including the funding of a police detail account, repurposing leftover funds for the purchase of a variable messaging board, adopting local opt-in statutes for abandoned property and injured on duty insurance reimbursement, returning funds back to the Police Department budget, adopting the recodification of the Town Code, and the lease-purchase of an excavator for the Highway Department.

Discuss and review the FY2021 budget planning process and schedule of meetings

The Committee reviewed the proposed budget meeting schedule and agreed to the meeting dates.

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

None

The meeting was adjourned at 7:48 pm.

Respectfully submitted,

Brian Domina, Town Administrator

Document List on File in the Selectboard Office

Finance Committee Meeting Minutes April 16, 2019

Finance Committee Meeting Minutes July 11, 2019

Powerpoint Presentation "Fiscal Year 2021 Revenue & Expenditure Trends"

Document Titled "Reserve Fund Transfer or Special Town Meeting Appropriations"

Document Titled "Potential Special Town Meeting Topics"

Town of Whately Budget Report – General Expenses and Special Revenue Funds

Document Titled "Finance Committee Proposed Budget Meetings"