

**Finance Committee
Meeting Minutes
April 18, 2023
Hybrid Meeting
6:00 pm**

Finance Committee Chairperson Paul Antaya opened the meeting at 6:01 pm. Finance Committee members in attendance were Jim Kirkendall, Dan Kennedy, Donna Wiley and Brenda Doherty (via Zoom). Town Administrator Brian Domina was also present.

Brian informed the Committee that the meeting minutes were not ready for approval and that he hoped to have them ready for the next meeting.

The Committee discussed matters pertaining to the proposed FY24 operating budgets.

The Committee revisited its previous decision about setting the Treasurer/Collectors budget at 30 hours per week as opposed to 30 hours. Brian provided additional supporting information for the request to increase the hours to 33 hours per week. The Committee discussed the request. A motion was made by Dan and seconded by Donna to include the additional three (3) hours per week for the Treasurer/Collector. Dan – yes, Donna – yes, Jim – yes, Brenda – yes, Paul – yes. Motion passed.

The Committee discussed its previous decision about the increase in salary to the Fire Chief's position for fiscal year 2024. Dan Kennedy left the room for the discussion. The Committee decided to take no action, leaving its previous vote in place supporting the salary increase.

The Committee discussed its previous decision on the proposed cost of living increase of 5.5%. The Committee decided to take no action, leaving its previous vote in place supporting the 5.5% COLA.

The Committee reviewed the comprehensive line-item budget by category:

General Government – The Committee elected to remove the \$10,000 request in the Conservation Commission budget and to fund it with available funds. Jim made a motion to approve \$563,984.07 for General Government. Seconded by Donna. Dan – yes, Donna – yes, Jim – yes, Brenda – yes, Paul – yes. Motion passed.

Culture, Recreation, Services – Jim made a motion to approve \$178,331 for Culture, Recreation, Services. Seconded by Dan. Dan – yes, Donna – yes, Jim – yes, Brenda – yes, Paul – yes. Motion passed.

Public Health – Dan made a motion to approve \$102,343 for Public Health. Seconded by Donna. Dan – yes, Donna – yes, Jim – yes, Brenda – yes, Paul – yes. Motion passed.

Public Safety – Donna made a motion to approve \$491,214 for Public Safety. Seconded by Brenda. Dan – Abstain, Donna – yes, Jim – yes, Brenda – yes, Paul – yes. Motion passed.

Public Works – Dan made a motion to approve \$453,739 for Public Works. Seconded by Brenda. Dan – yes, Donna – yes, Jim – yes, Brenda – yes, Paul – yes. Motion passed.

Insurance – Benefits – Jim made a motion to approve \$851,559.17 for Insurance-Benefits. Seconded by Dan. Dan – yes, Donna – yes, Jim – yes, Brenda – yes, Paul – yes. Motion passed.

Unclassified – Jim made a motion to approve \$72,525 for Unclassifieds. Seconded by Donna. Dan – yes, Donna – yes, Jim – yes, Brenda – yes, Paul – yes. Motion passed.

Education – Jim made a motion to approve \$3,262,580 for Education. Seconded by Brenda. Dan – yes, Donna – yes, Jim – yes, Brenda – yes, Paul – yes. Motion passed.

Debt Service – Dan made a motion to approve \$49,660 for Debt Service. Seconded by Jim. Dan – yes, Donna – yes, Jim – yes, Brenda – yes, Paul – yes. Motion passed.

Total Town Operating Budget - Jim made a motion to approve a total town operating budget of \$6,025,935.24. Seconded by Dan. Dan – yes, Donna – yes, Jim – yes, Brenda – yes, Paul – yes. Motion passed.

Enterprise Fund – Jim made a motion to approve \$263,189.76 for the Enterprise Fund. Seconded by Donna. Dan – yes, Donna – yes, Jim – yes, Brenda – yes, Paul – yes. Motion passed.

The Committee discussed other proposed expenditures for the upcoming Annual Town Meeting warrant.

Dump Truck – Dan made a motion to approve \$100,000 in Free Cash for the new heavy duty pick-up truck. Seconded by Jim. Dan – yes, Donna – yes, Jim – yes, Paul – yes. Motion passed.

Police Equipment – Jim made a motion to approve \$55,000 in Free Cash for the police equipment. Seconded by Dan. Dan – yes, Donna – yes, Jim – yes, Paul – yes. Motion passed.

Conservation Agent – Donna made a motion to approve \$10,000 in Free Cash for a conservation agent. Seconded by Jim. Dan – yes, Donna – yes, Jim – yes, Paul – yes. Motion passed.

Transfer to Vehicle Stabilization – Paul made a motion to transfer \$20,000 to the Vehicle Stabilization fund. Seconded by Dan. Dan – yes, Donna – yes, Jim – yes, Paul – yes. Motion passed.

Transfer to Town Building Stabilization – Paul made a motion to transfer \$20,000 to the Town Building Stabilization fund. Seconded by Jim. Dan – yes, Donna – yes, Jim – yes, Paul – yes. Motion passed.

Revenue to Reduce the Tax Levy – Paul made a motion to approve \$225,000 from Free Cash to reduce the tax levy. Seconded by Jim. Dan – yes, Donna – yes, Jim – yes, Paul – yes. Motion passed.

The Committee reviewed the financial articles on the draft warrant for the upcoming Annual Town Meeting to be held on May 23, 2023. The Committee discussed the proposed use of CPA funds to restore a privately owned barn silo. Donna explained the position of the Community Preservation Committee in recommending this application for funding. The Committee decided to abstain from making a recommendation about the CPA funding for the private silo.

Dan made a motion to approve all of the financial articles on the ATM warrant, except for the CPA funding article for the privately owned barn silo. Seconded by Jim. Dan – yes, Donna – yes, Jim – yes, Paul – yes. Motion passed.

The Committee reviewed the warrant articles on the upcoming Special Town Meeting to be held on May 2, 2023. The Committee approved all of the articles on the STM warrant.

The Committee decided to discuss the letter from Lynn Sibley at a future meeting. The Committee also wants to discuss a different process for ensuring equitable compensation for employees in future fiscal years.

The meeting was adjourned at 7:41 pm

Document List

Draft # 9 – Comprehensive Budget

FY2024 Preliminary Cherry Sheet

Budget Projection # 7

Memo to Finance Committee dated April 18, 2023, re: Treasurer-Collector Budget

Special Town Meeting Warrant – May 2, 2023

Final budget book inserts