

**Finance Committee Meeting**  
**Via Zoom**  
**Wednesday, October 20, 2020**  
**6:00 pm**

Present: Jay Riley (JR), David DiTullio (DD), Michelle Vasquez, (MV), Susan Smiley (SS), Dick Trussell (DT), Cheryl Garipey (CG) Town Finance Director

JR Made a Motion to Call the Meeting to Order at 6:01 pm, DD 2<sup>nd</sup>, Vote 5 Yes, 0 No

JR Made a Motion to Approve 10/07/2020 Minutes, SS 2<sup>nd</sup>, Vote 5 Yes, 0 No.

- 1) FY2021 Amended Budget
  - a) With Amendments, \$370,074 is needed to balance budget. \$137,975 of free cash was approved at Annual Town Meeting in May 2020, \$118,150 of budget adjustments allocated from free cash as approved by Finance Committee. This leaves an additional \$113,949 that will be needed from free cash.
- 2) FY2022 Budget Schedule
  - a) See attached Budget Schedule
  - b) JR is recommending a 5% decrease in Departmental operating budgets. JR made a motion for a 5% budget reduction, MV 2<sup>nd</sup>, Vote 5 Yes, 0 No.
- 3) New Business – SS will draft a letter to Board of Selectmen to accompany the FY2022 budget schedule expressing financial cuts.
- 4) Next meeting – November 10, 2020

JR made a motion to Adjourn at 8:03 pm – 2<sup>nd</sup> by DD, Vote 5 Yes, 0 No

# TOWN OF LANCASTER MA FISCAL YEAR 2022 BUDGET & 2021 ANNUAL TOWN MEETING CALENDAR

October 23, 2020	FY2022 Operating Budget Guidelines and Instructions are transmitted to Departments by Finance Director.
October 30, 2020	Capital Plan Guidelines and Instructions given to all Departments by Town Administrator.
November 25, 2020	Capital Plan Requests due back to Town Administrator and Accountant's Offices from all Departments.
December 11, 2020	Deadline for Departments to Submit FY2022 Budget Requests and Town Meeting Warrant Articles (no zoning- only those requiring funding) to Finance Director. Zoning Articles and all other non-budgetary Articles submitted to Town Administrator
December 21, 2020	Finance Director Submits FY2022 Budget Request Document to Board to Finance Committee for review.
January 11- February 22, 2021	Finance Committee meets with various departments to discuss department budgets.
March 15-16, 2021	Finance Committee finalizes its Recommendations for FY2022 Operating Budget and Town Meeting Warrant Articles
March 29-30, 2021	Finance Committee Reviews its Recommendations for FY2022 with the Select Board
May 3, 2021	Annual Town Meeting Begins at 7:30pm at Rowland Elementary School
May , 2021	Annual Town Election at Town Hall 7:00am – 8:00pm