

Finance Committee Meeting
Via Zoom
Tuesday November 9, 2021 6:00 pm

Present: Michelle Vasquez (MV), Dick Trussell (DT), Susan Smiley (SS), Emily Kerrigan (EK), Cheryl Gariepy (CG) Town Finance Director

MV motion to call to order 6:00 DT 2nd 4 Yes

1. SS had some corrections for meeting minutes of 6/8 and 10/6 SS motion to approve 6/8 as amended MV 2nd 4 Yes 0 No. SS motion to approve 10/6 minutes as amended MV 2nd 4 Yes 0 No
2. Vacant Finance Committee Seat
 - a. One response from Jocelyn Mylott
 - b. Did not set deadline for applicants
 - c. Vote will be joint vote from FinCom and BOS
 - d. Want to get this on BOS agenda and invite to next meeting on Nov 15th
 - e. Vice chair replacement vote will take place when we have new member
 - f. MV will make action item to reach out to BOS
3. Budget discussion for FY 23
 - a. FY23 begins in July 2022 so we need to decide how we want to approach the boards with a suggestion. Do we want to request level funding, level services, reduction, or wish list items only?
 - b. DT asked about housekeeping items that Orlando had mentioned-CG stated later on this was in reference to FY21 which ended up not having housekeeping items
 - c. SS asked for where we are to date in FY 22 and to look at trend studies in order to prepare for FY 23
 - d. CG mentioned there is a software they are looking into that compares budget vs. actuals
 - e. Decided to table FY22 and FY23 discussion to next meeting date TBD

CG dropped off call with technical difficulties at 6:15pm

4. There was a new planning director hired
5. Need to request more information on the regionalization committee.
 - a. Is it about facilities projects or school committee involvement?

CG returned from technical difficulties at 6:23pm

6. Waiting on Cost Benefit discussion until final report is received
7. Liaison list will be postponed until we have a new member but we will review and have an idea of what we are interested in ready
8. New business
 - a. CPA appointment status was inquired about by SS. SelectBoard will appoint the three non-participatory board members but there is a delay in appointments stated DT. Money will be collected in FY22 and available to be spent at end of FY23. CPA has to have town meeting approval before money can be used
 - b. Status of boiler replacement-CG has heard nothing further still waiting to hear. Looking to address at special town meeting. At least 2 weeks until we will know for funding. Defer to next meeting
 - c. AUC discussion was held in open session at SelectBoard meeting and it looks like the town is all squared up.
 - d. SS asked for status on Lancaster town comparison list and training-CG will resend email
 - e. MV is going to forward the email string from Planning Chair and Orlando regarding 8k planning board payment. Add this to next discussion again and make recommendation at next meeting
 - f. Special town meeting is looking like it will take place February 15th
9. CG gave brief summary of FY22 to date
 - a. Through October 31st all departments are at around 33% of budget.
 - b. Cemetery is at 75% because they expended 15-20k for trees which explains why it is higher than others
 - c. Budgets may be tight to make it through year but haven't seen anything yet to confirm so.
 - d. No overages as of 10/31
 - e. Revenues are too early to tell because we don't start real collections until January
10. Next meeting date
 - a. Joint meeting with BOS if they have time on agenda Monday 11/15
 - b. Wednesday 12/1 6pm
 - c. Beginning of January need weekly meetings put on schedule. Will discuss at next meeting

Motion to adjourn at 6:53 by SS, MV 2nd, 4 Yes 0 No