

Finance Committee Minutes

June 28th 2018

The meeting was called to order at 6:01PM. Present were Mr. Steve Klein, Mrs. Sandra Walker, Mr. John Pshenishny and Mrs. Prudence Spaulding. Guests were Mrs. Marsha Pshenishny, Mr. Chuck Loring Highway Superintendent and Mr. Peter Schuyten. This was to be a joint meeting with the Board of Selectmen. The selectmen's meeting was called to order at 6:06PM Present were Ms. Michele Shalaby (Chairperson) Mr. Nathaniel Yohalem, Ms. Tara White and Ms. Mari Enoch.

The minutes for May 24th were accepted as read, Mrs. Walker 1st, Mr. Pshenishny 2nd unanimously passed.

The first order of business was to review the requests for transfer of money out of the Reserve Fund [95781.00].

A request was made to transfer \$277.84 from the Reserve Fund [95781.00] to the Highway Propane Account [\$20422.18]. Mr. Loring stated that the gas company had come up to top off the tank. Mrs. Walker 1st, Mr. Pshenishny 2nd passed unanimously.

A request was made to transfer \$2,117.40 from the Reserve Fund [95781.00] to the Broadband Account [no number] to cover unexpected legal expenses which exceeded the grant money from MBI. Mrs. Spaulding 1st, Mrs. Walker 2nd passed unanimously.

A request was made to transfer \$3700 from the Reserve Fund [95781.00] to the Police Expense Account [60210.99] to cover the cost of a solar speed sign to be one of two to be placed on Norfolk Road. Since this purchase had been discussed for some time by both the Highway Department and the Chief of Police it did not qualify as an unexpected expense, for which the Reserve Fund is expected to cover. A motion to reject this request was made by Mrs. Walker 1st and Mr. Klein 2nd and passed with Mr. Pshenishny withdrawing.

Later in the meeting there was further discussion about how to pay for this item led by Mr. Yohalem. He stated that the speeders on this road provided a real danger and he felt that this sign added to the other that had already been bought by the Highway Department was a necessity for the safety of the folks using this road. Mr. Klein made it quite clear that the denial of transferring the money from the Reserve Fund was in no way denying the apparent

necessity for it, however the Reserve Fund was set up to cover unexpected expenses and this item should have been included in the Police Expenses budget during budget time.

The selectmen decided to cover the expense of the speed sign {\$3700} by transferring funds from the Highway Diesel Account [20422.19] which had in it \$19,199.47 to the Police Expenses Account [60210.99].

The meeting continued to deal with the accounts that exceeded their allotted amounts.

Household Hazardous Waste [70439.00] had exceeded its allotted amount by \$109.00 because there had been more waste materials given by citizens of New Marlborough. This amount would be transferred from the Transfer Station Account [70519.03] so voted by the select board.

A request had been made to transfer from the Rescue Expenses [60291.77] to the Rescue Stipend Account [90291.80] the amount of \$1450 to cover the extra expenses incurred by covering the night shifts with rescue personnel. This was voted to be accepted by the select board.

The Emergency Management Account [60291.00] was over by \$908.07. It was thought that this amount would probably be covered by the Emergency Management Grant. However the Emergency Management Director had not been able to be reached. Thus no motion could be made to cover this amount.

The last item presented was the total amount in various salary accounts which had exceeded budgets by small amounts over the past years. The salaries had been paid weekly but the Fiscal years did not always begin on a Monday or a new week. This fiscal year does begin on the beginning of a new week and it is hoped that this situation will not occur again.

The following salary accounts are:-

<u>Administrative Secretary</u> [10131.00]	\$59.43
<u>Accounting Officer</u> [10135.02]	\$3.14
<u>Assessors Stipend</u> [10141.00]	\$65.75
<u>Town Clerk's Salary</u> [10161.00]	\$25.81
<u>Police Salaries</u> [60210.04]	\$384.58
<u>Transfer Station Salaries</u> [70519.00]	\$226.68

This totals to \$765.39 and will be covered by the Contingency Fund [10122.02]. This concluded the transfer of funds.

Ms. Shalaby then introduced Mr. Loring who wished to share some important news with both committees. Over the past few years the highway mowing has been done by a gentleman from Sandisfield. However he is not well enough to do it this year. In the past this man has also mowed for Monterey and this year has rented his mower etc. to their Highway Department with the understanding that they would be responsible for any needed repairs should it break down. Mr. Loring stated that he does not feel comfortable borrowing this old tractor in case it breaks down. Thus he is at present short staffed (as he always is during the summer months) and is attempting to figure out how to get the sides of the roads mowed. Mr. Klein suggested contacting other towns to see if they would be willing to do the mowing or had better equipment that could be rented or borrowed. M. Loring did state that the town owns an old army surplus tractor but he doesn't think it would "hold up" doing this mowing. Mr. Loring also stated that he doubts that the gentleman from Sandisfield will be able to continue mowing next year. Mr. Klein stated that this might be something that the Capital Committee needs to know about and asked that Mr. Loring keep the Committee posted.

Mr. Loring also invited the Finance Committee members to come to the Highway Garage when they had time.

Ms. Shalaby then stated that there were matters that should be discussed during the coming year.

- 1) A policy should be developed regarding capital spending from Free Cash, the Stabilization Fund and the borrowing of funds.
- 2) An examination of "stipends" and salaries and what is the appropriate use for each should take place.
- 3) Small capital purchases that would, if included in a small budget, overwhelm that budget need to be isolated and examined individually.

Mr. Klein added that the Finance Committee needs:-

- 1) To refine the timing of the budget process reconciling it with reality.
- 2) To exploring the subject of "stipends".

- 3) To investigate new sources for revenue for the Town.
- 4) To explore both updating the website and developing better overall town communication.

Mr. Klein added that the Finance Committee needed to have a fall meeting to review the expected revenue and other matters. He recommended that it take place after Labor Day. It was decided that it would be a joint meeting with the selectmen and take place Thursday September 20th at 6:00PM.

A motion to adjourn at 7:13PM was made by Mrs. Walker with Mr. Klein 2nd passed unanimously.

Respectfully submitted,

Prudence Spaulding, Secretary.