

Meeting Minutes
New Marlborough Finance Committee
Thursday, March 5, 2020
Town Hall

Committee Members present: Michele McAuley Shalaby, Vice-Chairman, Sandra Walker, Barbara Marchione, John Pshenishny, Doug Newman

Others present for participation: Mari Enoch, Town Administrator, Marsha Pshenishny, Board of Assessors and Tara White, Board of Selectmen and Town Accountant.

No community members were present.

Per the Agenda:

- I. Vice Chairman, Michele called to order the meeting at approximately 638pm. A motion was made, seconded and voted, by roll call, to have Steve participate by phone.
 - Sandra Walker, aye
 - Doug Newman, aye
 - Barbara Marchione, aye
 - John Pshenishny, aye
 - Michele McAuley Shalaby, aye

- II. There were no written minutes of the meeting of February 27 to discuss but a recording exists. Barbara agreed to prepare them from the recording. Michele agreed to prepare minutes of the present meeting. Because not all members of the Committee are willing and/or able to take a turn preparing minutes, it was suggested that the Committee request funding to hire a secretary in FY21. This will be put on a future Agenda for discussion.

Old business item. Fire Chief, Chuck Loring, was present to give an update about an engine repair on a Department truck (2011 6.7L engine, original purchase cost of \$125,000). Per the Committee's request, he has obtained a verbal quote of \$18,000 to repair. This will be obtained in writing, put in to a Reserve Fund request and submitted to the Board of Selectmen at their next meeting. For the sake of expedience to return the truck to Town service, the Committee agreed to meet early next week to consider the Reserve Fund request, anticipating it will be recommended by the Board of Selectmen. Along with the request, Chuck was asked to provide the amount remaining in the Fire Department budget and anticipated expenses for the remainder of FY20.

- III. Approximately fifty percent of the departmental budget requests have been completed. Key budget requests yet-to-be-completed are salaries (pending HR consultant recommendations), General Government (Mari is preparing) and the Transfer Station.
- IV. Doug reviewed the School budget as presented earlier the same evening at an open hearing. There was some brief discussion about changes in enrollment, use of Excess and Deficiency Funds, Capital funding, transportation costs and the calculations of the assessments proposed for the five member towns of the School District. Further clarification will be obtained at a future meeting with the School Superintendent and

School Committee members. Overall, the total proposed budget is \$17,541,564 (+1.47% or \$254,033 v. FY 20). According to the handouts from the hearing, New Marlborough's share of the assessments will be \$2,965,391 (+3.48% or \$99,711 v. FY20).

- V. The recommendations of the human resources consultant are expected late next week at which time the Ad Hoc Committee will review and submit to the Board of Selectmen and the Finance Committee. The Committee discussed the possibility of having a variety of presumptive figures to insert in the overall budget so planning might continue. Mari will prepare and submit these figures in a separate spreadsheet.
- VI. The next meeting, to consider an anticipated Reserve Fund Request from the Fire Department, will be Tuesday, March 10 at 9am. Because the Committee Chairman cannot attend in person and the Vice Chairman cannot attend, Barbara will be the Chairman of that meeting. Future meetings are anticipated to be on Thursday, March 12 at 7pm and Thursday, March 19 at 6pm. All are subject to change according to availability of others who will be requested to attend. Other meetings will need to be set to address capital budget requests and proposals for use of capital funds.
- VII. Per an earlier decision of the Committee, Steve explained that he has requested of the Treasurer, Accountant and Town Administrator, a report on the balancing of ledgers for the fourth quarter of the CY19 (Oct-Dec). He has not received a response. Mari explained that the reports cannot be provided at this time because the account ledgers have not been balanced for those months. It was noted that Mari is providing training to the Treasurer on how to reconcile accounts. Steve will request that the Board of Selectmen address the timing in a future meeting.

Meeting was adjourned at 809pm.

Respectfully submitted,
Michele McAuley (Shalaby)