



The Finance Committee will continue to ensure discipline, fairness, and transparency in the budget process by seeking budget input from all concerned. Inviting all departments and supervisors to a final public hearing on the FINCOM FY24 budget recommendation.

#### **FINANCE COMMITTEE MEETING NOTES OF MAY 15, 2023**

**IN ATTENDANCE: VICE CHAIR MATT CHABOT, MICHELE HAMILTON.**

**IN THE AUDIENCE NEWLY ELECTED SELECTMAN JOE FREITAS.**

After discussion, a motion was made by Michele Hamilton to accept the minutes of May 2, 2023, Matt Chabot seconded the motion. A call to vote was requested by Matt Chabot. The motion was approved unanimously as written.

#### **Reserve fund transfer request/discussion with Chief Fournier**

Received a request for a transfer from the Reserve fund of \$5,000.00 from the fire department Chief Scott Fournier. The purpose of this request is to repair the pump on E-3. This expenditure is extraordinary and/or unforeseen. The pump is broken, and the repair account is traditionally unfunded.

According to Chief Fournier the ability to draw water from the water source to fill tank has been unproductive since February 16, 2023, and the current balance in the maintenance line is \$700.00. They need the additional \$5,000 to repair the pump.

After discussion, a motion was made by Michele Hamilton to approve the transaction to transfer the \$5,000.00 to the Fire Department for the repair of E-3 Tank. The motion was seconded by Matt Chabot. A call to vote was requested by Matt Chabot and the motion was approved unanimously.

A brief topic of conversation took place regarding the public safety building and the \$200,000.00 to be utilized on reinvasions for both the police and fire departments. Each side is requesting \$100,000.00. The fire side is considering adding residential quarters and the police are considering extra rooms. none of these funds are coming from taxes. By adding or repairing the structures we can add 10 more years to the building.

#### **Review and discuss the budget changes for fiscal year 2024**

The purpose of this meeting is to go over the budget one more time to make sure that the items that have been changed agree with all members of the committee. We walked through the line items colored in blue; these are the numbers that were changed and need to be verified by all members.

A brief discussion took place regarding changes within the front-page regarding revenue changes; New growth at

State Aid Local at \$727,374; Public Library \$16,419; EMS Receipts Reserved Account at \$579,000 and Operating Free Cash at \$256,834. We are following the estimates of Senate Ways and Means (SWM) cherry sheet funds and we know that these funds can fluctuate between increase and decrease daily. Thus, the reason for us to review continuously this information so we can be sure that we are providing a sustainable budget for the future of the taxpayer of Berkeley.

The information below are the account numbers; name of account; the increase/decrease dollar change per line within the specific code/department; the Finance Committee FY2024 final adjustment for that specific line and reason.

ORG CODE	DEPARTMENT	INCREASE WITH \$ CHANGE	FINCOM FY 2024 TOTAL FOR BILLING LINES PER DEPARTMENT	REASON
122	SELECTMAN	\$455	\$1,200	PAY DIVIDED BY 3 MEMBERS
	CLERICAL		-\$23,000	NEW PERSONAL
	PHONE PLAN	\$5,000	\$5.00	PHONES FOR THE SELECTMEN NEW BILLING LINE CREATED
141	ASSESSORS	\$455	\$1,200	PAY INCREASE DIVIDED BY 3
145	TOWN TREASURE	\$2,500	\$4,198	PAY INCREASE
146	TOWN COLLECTOR	\$2,500	\$4,198	PAY INCREASE
161	TOWN CLERK	\$2,500		PAY INCREASE
175	PLANNING BOARD	\$262	\$1,200	PAY INCREASE DIVIDED BY 5
192	TOWN BUILDING		\$1,200	LEVEL FUNDED FROM FY 2023 PAYROLL
250	PUBLIC SAFETY BUILDING	\$100,000	\$100,000	RENOVATIONS AND REPAIRS NEW LINE ITEM CREATED FOR BILLING PURPOSES. NEW LINE ITEM
220	FIRE DEPARTMENT	\$5,000	\$108,500	PAY RAISE, FIRE CHIEF
		\$100,000	\$100,000	SELF CONTAINED BREATHING APPARATUS (INCREASE EMS RESERVE) NEW LINE CREATED
		\$1,000		BOX ALARM MAINTENANCE
230	EMERGENCY MEDICAL SERVICES		\$300,200	PAYROLL FOR DEPARTMENT LEVEL FUNDED FROM FY 2023
241	BUILDING DEPARTMENT	\$420	\$1,500	SALARIES AND MILEAGE
		\$1,000		REGULATION MANUAL
299	COMMUNICATIONS DEPARTMENT	\$10,445	\$282,671	SALARIES PERMANENT POSITIONS (BAGINING)
292	ANIMAL CONTROL	\$600	\$20,600	SALARIES -DIRECTOR
294	FORESTRY	\$103	\$,3520	PAY INCREASE

300	SCHOOL DEPARTMENT	\$262	\$1,200	SCHOOL COMMITTEE SALARY	
	BRISTOL PLYMOUTH	\$95,197	\$1,064,232	OPERATING BUDGET	
	BRISTOL AGRICULTURE	\$15,597	\$153,547	OPERATING & CAPITAL/NO DEBT	
420	HIGHWAY DEPARTMENT	\$2,500	\$70,721	SALARY FOR DIRECTOR	
492	VETERANS GRAVES	\$500	\$1,500	MEMORIAL DAY	
491	CEMETARY	\$229	\$600	INCREASE IN SALAARY {TEMPORARY}	
510	HEALTH DEPARTMENT	\$708	\$3,000	SALARIES FOR BOARD	
691	HISTORICAL COMMISION	\$100	\$200	INCREASE IN OFFICE SUPPLIES	
711	DEPT MUNICIPAL/SC HOOLS	\$181,000	\$181,000	BRISTOL PLYMOUTH RETIREMENT OF DEBT	
	INTEREST	\$27,742	\$27,742	BRISTOL PLYMOUTH INTEREST	

After a brief discussion, a motion was called for to approve this budget for presentation to the Town of Berkley Selectmen on May 24, 2023. Motion was made by Michele Hamilton and seconded by Matt Chabot. No further discussion called for a vote; the motion passed unanimously.

A motion was made by Michele Hamilton to adjourn the meeting at 7:13 pm seconded by Matt Chabot. Called for a vote; the motion passed unanimously.

Matthew Chabot



06/21/23

*Michele Hamilton*

06/21/23