

TOWN OF BERKLEY MASSACHUETTES

FINANCE COMMITTEE

MEETING OF TUESDAY, AUGUST 17 2021

IN ATTENDANCE:

CHAIRMAN, JOE FREITAS, MICHELE HAMILTON, NANCY GAJOLI, MATTHEW CHABOT, TABITHA McCROHAN

Due to a scheduling conflict with the ZBA the meeting has been moved to the Council on Aging meeting room. A sign has been posted on the door to inform anyone who may be attending

MEETING CALLED TO ORDER AT 6:00 PM. BY CHAIRMAN JOE FREITAS.

Chairman, Joe Freitas, called for a motion to accept the minutes of August 2, 2021 meeting.

Review took place of minutes regarding email request for the COVID – 19 funds and their breakdown of the funds received by the town, yet the request was not fulfilled.

The minutes from August 2, 2021 are true and accurate and Joe Freitas indicated that going forward we will be saving the original signed minutes and will be giving a copy to the Town Clerk's Office for posting.

Motion was made by Nancy Gajoli and seconded by Matt Chabot to accept the minutes of Tuesday August 17, 2021. A roll call vote was taken and the committee unanimously voted to approve the minutes as written.

The first item open for discussion is the Role of the Finance Committee. In the past the committee has been relatively dormant after the budget season, we are revisiting the duties and responsibilities of article 7 of the Town of Berkley Bylaws...

This board is an oversight board and has broad authority to review town finances. The Finance Committee has the right to request and review the books of any department. The Finance Committee is going to become more involved in reviewing the books of any department and requesting documentation when needed. The Finance Committee is going to become more involved in reviewing the towns accounting as to be more prepared for the FY23 budget.

The finance committee would like to propose that during the budget process that all department heads, elected and appointed, come to present their budgets directly to the Finance Committee. In doing so this can help with planning for more than just a budget planning, it can help the Finance committee to plan for all things within municipal finance.

The Finance committee is requesting minutes from the past 3 years of the Financial Advisory Committee Meeting. The Financial Advisory Committee has policies that are responsible to be

funded, such as snow and ice, unfunded liabilities and OPEB. Also, 10 percent of the yearly free cash should also be held as future reserves.

Review of the FY19, "Free Cash" allocations at annual Town Meeting, Article 3.

• Snow and Ice	\$100,000	
• Master Plan	20,000	
• Highway roll off truck	\$160,000	
○ Small Plow/Dump Truck	\$55,000	
○ Roof on HWY Bldg. #2	10,000	
○ Siding of Highway bldg. #2	2,000	
○ Garage Door Highway	<u>6,800</u>	
○ Total	\$223,800	
• Police, 4 new cars	\$187,515	
• Library repairs	\$155,000	
• Animal Control Van	\$ 26,000	
• Fire Two New Automatic External Defibrillators	\$ 4,000	
• Lucas Auto Pulse	\$19,000	
• Command Vehicle	\$47,000	
• Station 2 roof	\$25,000	
• School Department, Lighting Upgrades	\$234,655	
• Stabilization Fund	\$239,785	

Review of the FY20 "Free Cash" allocations.

- No information available.

Review of the FY21 "Free Cash" allocations.

• MSBA	\$150,000
• Highway Garage	\$ 62,000
• (To complete building)	\$ 65,000
• Assessors for computer upgrades	\$ 6,800
• Boat for Harbor Master	\$ 24,440
• Planning Board for zoning bylaw changes	\$ 25,000
• Stabilization	\$ 76,953

FY21 "Free Cash" Article 2, of the Annual Town Meeting

• Snow and Ice	\$ 55,000
• OPEB	\$510,000
• Post Retirement Buy-Out	\$ 8,000
• MSBA	\$220,000
• Assessor Department Outside Services	\$ 8,000
• Fire Truck Replacement E1	\$318,286

After various discussions it was requested to submit on August 18, 2021 for the following information/reports.

To the Treasurer,

Per the Finance Committee Chairman, Joe Freitas, the Finance committee is requesting the balance of the stabilization fund.

Thank you in advance for your assistance.

Finance committee

To the Town Assessors.

At the request of the Finance committee Chairman Joe Freitas, please provide the following information.

- A list of all properties that are outstanding and the last time they were assessed.
- Properties that have been recently re-assessed and the last time they were assessed.
- If possible please provide the increased revenues from said properties.

We are currently requesting the above information on a monthly basis.

We appreciate all your hard work and your assistance in preparing for the best possible budget process and preparing for a more sustainable Berkley.

Thank you in advance for your assistance.

Finance Committee

Town Accountant and Town Administrator.

Good morning,

Finance Chairman, Joe Freitas, is requesting copy of the documents that were turned into the state for the use and justification for the monies the town of Berkley received during the Pandemic. The Finance Committee would also like a breakdown of how the money was disbursed as well as any remaining balance that maybe left.

Thank you in advance for your assistance.

Finance Committee

Chairman Joe Freitas introduce the topic of setting up a financial plan for the future and requested member Matt Chabot to look into the process.

Recapping the meeting several questions were brought up by various members on what we need to focus on for fiscal year 2023. The cost of the school systems per student cost, Special Ed, Berkley Community School repairs, the free cash and its allocations are just some of the things that we need to always be mindful of.

Our revenue is based on the Community of Berkley, with very little commercial to help compensate and yet we want to avoid debt exclusion. Although a 2 ½ over ride protects the people of the town, it is not something we wish to address.

Above are just a few things that we, as a committee, are things that need to be kept in the forefront during the FY2023 budget process.

At the end of this open discussion, Chairman Joe Freitas indicated he would entertain a motion to adjournment. Motion was made and seconded. Verbal vote taken, committee voted unanimously to adjourn at 7:24 pm.

Joe Freitas 10-6-2021

Michelle K. Hamilton 10-6-2021

Nancy B. Gayali 10-6-2021