



FINANCE COMMITTEE, MINUTES OF WEDNESDAY SEPTEMBER 21, 2022

In attendance: Chairperson, Joe Freitas, Vice Chairperson Matt Chabot, Clerk, Michele Hamilton, Nancy Gajoli and Tabitha McChronon.

Meeting called to order at 6:01pm by Chairperson Joe Freitas.

The minutes for June 21, 2022, Motion was requested for approval by Chairperson, Joe Freitas. The motion was made by Tabitha McChronon and seconded by Michele Hamilton. Verbal approval was requested by Chairperson Joe Freitas. The committee verbally approved the minutes unanimously.

Town Administrator Kevin Partridge notification/request:

To complete the 2022 MS4 report which is due September 4 report and has yet to be started I am requesting the approval of hiring a consultant Todd Pillings (Engineer) at a rate of \$60.00 an hour, not to exceed 20 hours (\$1200.00).

After a brief discussion, a motion was made by Tabitha McChronon and seconded by Michele Hamilton. A vote was taken, and the motion was unanimously approved.

A brief discussion took place following the vote for the proposal later in the year to provide the necessary funds available to assist with the requirements we should be completing as part of the MS4. (Storm Water Requirements)

Two proposals for positions:

The Finance Committee received two proposals for positions, the first coming from the Cable Advisory Committee to change /create a Manager Position for Ed Dugan.

Mr. Dugan is currently responsible for Cable programs currently being broadcast for the Town of Berkley. The funding for this proposal, including benefits, would come from the Cable Advisory Committee and Commissions budget.

The cost breakdown at \$20.00 per hour for 25 hours equals approximately \$26,000. The benefits would include vacation pay (1 week after 6 months); 14 paid holidays; 3 personal days; ¼ sick time per month; retirement plan at 9% or \$2,340.00 and Berkley Town's 60 Health Insurance of \$27,513.12. Maximum total \$55,853.12.

The above breakout is subject to change, however it does provide a view of the actual cost. The biggest concern regarding the change is do we continue to write journal entries as we do now or create or transfer funds into the budget as we are now paying for benefits.

The purpose of this request is to increase diversified programming and to play a more active role in the community.

The Finance Committee received a copy from the Berkley Cable TV Advisory Committee Projected Expenses Through Fiscal Year 2023.

The second formal request came from the fire department for an Executive Assistant to the Fire Chief. The title of this position will be Confidential Executive Assistant to the Fire Chief. The position is for 30 hours per week at \$18-\$20 per hour and the salary will be paid through the CPE funding (Customer Premises Equipment) which is added to the ambulance service fee account.

The ambulance user fee account is in decent shape, has sufficient funding set aside to purchase a new ambulance in a few years.

The Finance Committee received a copy of the proposed job position of Confidential Administrative Assistant to the Fire Chief.

From the prehistoric animal period to the current stone age stage of the Finance Committee, we have seen an increase in ambulance funds becoming very sufficient and self-sustainable with this in mind, a motion was made by Tabitha McChronon and seconded by Nancy Gajoli to approve the request be put on the warrant for the special town meeting. The Finance committee voted unanimously.

Bills:

The Finance Committee Received a request in the amount of \$1,100 to be transferred from the reserve account to pay an advisory fee to UniBank Fiscal Advisory Services as part of the Bank Note for debt exclusion.

After a brief discussion, it was decided by the Finance Committee to table this request and see if there is another account/way this amount can be replenished without tapping into the reserve account.

STM TRANSFER OR APPROPRIATIONS

NAME		INVOICE NUMBER	DATE	AMOUNT
W. BMASON	SUPPLIES	2205515427	5/27/2022	13.99
W. BMASON	SUPPLIES	229545530	5/04/2022	359.89
MEAD TALLERMAN & COST	TOWN OF COUNSEL LEGAL INVOICE	12184	6/30/2022	528.00
CHUBB POLICE AND FIRE	DEDUCTIBLES IOD	C18WCO6274	5/28/2021	500.00
CHUBB POLICE AND FIRE	DEDUCTIBLES IOD	C18WCO5386	3/21/2022	500.00
CHUBB POLICE AND FIRE	DEDUCTIBLES IOD	C17WCO5386	3/21/2022	108.80
CHUBB POLICE AND FIRE	DEDUCTIBLES IOD	C16WCO4887	3/21/2022	500.00
W. BMASON	FILE CABINETS	218190147	2/25/2021	949.98
			TOTAL	\$3,460.66

Above is a list of unpaid bills that need to be paid. The Finance Committee reviewed and discussed the bills.

The motion was made by Matt Chabot and seconded by Nancy Gajoli to authorize the transfer or appropriations to pay the bills. The motion was approved unanimously by the Finance Committee.

A motion was made by Michele Hamilton and seconded by Nancy Gajoli to approve the payment of \$184.00 to be paid from the Finance committee Budget for the MMA annual dues. The motion was approved unanimously.

A motion was made by Tabitha McChronon to approve the adjournment of the meeting at 7:23 pm. Vote taken; committee approved unanimously.

 10.26.2022
 Michael K. Hamilton 10.26.2022
 10.26.2022
 10.26.2022