

Approved @ meeting of November 2, 2022

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FINANCE COMMITTEE, MINUTES OF WEDNESDAY <sup>October 26</sup> SEPTEMBER 21, 2022

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

~~McChoron~~ McCorhan

Meeting called to order at 6:15pm by Chairperson Joe Freitas.

The Finance committee delayed the start of the meeting so they may attend swearing in of the Town of Berkley new Chief of Police Chris Baker. Also, two members of the Finance Committee took a few minutes to vote.

The minutes for September, Motion was requested for approval by Chairperson, Joe Freitas. The motion was made by Tabitha ~~McChoron~~ and seconded by Michele Hamilton. Verbal approval was requested by Chairperson Joe Freitas. The committee verbally approved the minutes unanimously.

Discussion related to inviting the committee for the Berkley Community School and PMA group to provide us with an update on the project renovations or the need for a new school. It was requested that we invite the Selectperson to attend the meeting.

We review the maps showing the wetlands and other possibilities for construction of a new school and the cost of renovating. We also review the examples provided of new schools being built and their projected.

Discussion of upcoming Special Town Meeting/Article Recommendation

Included in our packets was an overview of STM Transfer or Appropriations for the Finance Committee to utilize as a reference for comparing numbers needed to be appropriated and current funding available for the upcoming Special Town Meeting.

A walk through was done, comparing the overview and actual accounts and their current funding for fiscal year 2022 and the changes that need to be made to correct the changes in the accounts. Some were for training new employees, it also included contract renewals increases from negotiations.

An explanation for the \$11,554.38 was actual funds appropriated through town revenue. (Fees; license, etc.)

Walking through the 2022 Special Town Meeting Articles

Each Article to be presented at the Special Town meeting from 1-9 was read individually, brief discussions took place.

After the reading and discussions, it was decided that articles 1-6 are affiliated with the Finance Committee directly.

The committee went back and reread each article and a motion was made and seconded to approve unanimously for supporting the articles.

Preparing for Fiscal Year 2024 budget and sub committees

The committee discussed preparations for the upcoming fiscal year process and putting together a calendar for the upcoming sessions and providing the department heads with the chance to present their budgets before the Finance Committee.

The final discussion of the evening included meetings and what needs to be done during the busy season and scheduling between now and the holidays. It was decided to have a meeting November 2, 2022, for continued discussion on the upcoming Special Town Meeting Finance Committee presentation. Also, to reach out to Berkley School Superintendent, Melissa Ryan, and provide a couple of dates for meetings with the committee. Those dates are November 8<sup>th</sup> or 9<sup>th</sup>, 2022.

Below is a rough draft of the transfer or appropriations chart to give a brief overview of the need for funding. Please keep in mind that as the town accounts change so do STM Transfer, and appropriations change.

#### STM Transfer or appropriations

Department	Transfer from Account	Transfer to Account	Amount	Reason
Town Accountant	135-510-5115	135-570-5711	\$1,500.00	Zobrio Training
Town Accountant	135-510-5115	135-570-5711	\$1,000.00	Town Account Schooling
Police Department	210-510-5110	210-570-5700	\$5,750.00	Police Chief Assessment Company
Emergency Medical Services		230-510-5110	\$28,000.00	Exec. Assistant to Fire Chief (26 week's family plan)
Cable TV Manager	Comcast Cable Account		\$16,350.00	
		SUB TOTAL		<u>\$52,600.00</u>
	RAISE AND APPROPRIATE			\$70,000.00 Available
Communications Contracts			\$8,182.00	2.5% Cola July 1-June 30, 2023
Clerical Contracts			\$3,007.00	2.5% Cola July 1-June 30, 2023
EMS Call		230-510-5154	\$15,000.00	
Fire Calls		220-510-5120	\$1,500.00	
Debt Bonding for Debt Exclusion			\$11,554.30	
Contract Employee Assessor			\$756.38	2.50%
Contract Employee Administrative Assistant to BOS & TA			\$3,043.40	2.5% + \$2,500.00 Stipend
Contact Employee Building Inspector			\$520.00	2.50%
NearMap Software Assessors Office			\$3,700.00	6 months
Treasurers-Financial Advisory			\$1,100.00	

fee for Debt Exclusion				
BOS Consulting TA Search			\$1,800.00	
		SUB TOTAL	\$50,163.16	

It was also brought to the attention of the Finance Committee that our new Town Accountant was able to find a point of contact for insurance and a means of saving monies.

The clerical and dispatch renegotiations came through as 1-year contracts. Something we are going to have to review for the fiscal year 2024.

Chairperson Joe Freitas requested a motion to adjourn at 7:57pm. The motion was made by Tabitha <sup>McCorhan</sup> ~~McChronon~~, seconded by Matt Chabot. It was put to a vote and the motion was voted unanimously to adjourn at 7:57pm.

Next meeting is November 2, 2022.