



FINANCE COMMITTEE, MINUTES OF WEDNESDAY NOVEMBER 2, 2022

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

The meeting was called to order at 6:04 PM by Chairperson Joe Freitas.

The minutes for October 25, 2022, Motion was requested for approval by Chairperson, Joe Freitas. The motion was made by Tabitha McCrohan and seconded by Michele Hamilton. Verbal approval was requested by Chairperson Joe Freitas. The committee verbally approved the minutes with minor adjustments unanimously.

Included in the meeting attendance is our new Accountant, Melissa Forgue, who was introduced by Chairperson Joe Freitas and was given a positive review regarding what she has accomplished for the Town of Berkley taxpayers.

Melissa provided the committee members with two full reports related to Budget/Actual Transactions year to date General ledger dating from 7/1/2021-6/30/2022. Also, a report that included revolving accounts. Melissa provided information regarding the free cash account, stating that she is not able to verify the free cash amount. For example, a point person for insurance that will provide savings or the community.

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. The meeting is scheduled for Wednesday November 9, 2022, at 6:00 pm in the Council of Aging facility.

Discussion of upcoming Special Town Meeting Changes

The Town Administrator reached out to Chairperson Joe Freitas that he received notification from the Bristol Plymouth Vocational High School requesting a first payment of \$181,170.00, due in the month of August.

This BP amount is interest allocation only and is subject to change. There are several local schools who have applied to join the district. If they are accepted this could lower the Town of Berkley assessment.

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.

Chairperson Joe Freitas also shared with the Finance Committee information related to New Growth. We currently have ~~\$169,000.00~~^{\$160,000.00} and the new growth recently reported was an additional \$9,000.00, which is not added to the current amount of ~~\$169,000.00~~^{\$160,000.00}. (Total ~~\$178,000.00~~^{\$169,000.00} in new growth)

In addition to the new growth, we were advised that one of our two Marijuana accounts will be up and running around the beginning of July. This is additional tax revenue for the Town of Berkley. The second Marijuana account lost its backing during the COVID 19 era.

Our cash is currently at \$21,906.64, which does not include the new growth funds of \$9,000.00, is not certified. It does provide the Finance Committee with a feel for what we are working with.

Additional discussions took place with several ideas/directions on the way forward to help our community to work more effectively. Although the Finance Committee is not responsible for how a department distributes its funds, we would like to work with the departments to improve ways of communicating, ways to cut costs. Some suggestions were investing in a stamp machine that also weighs the packages for mailing; software that is utilized by all the departments that can communicate efficiently; were just a couple of items discussed.

We also revisited the need to push forward on the calendar for fiscal year 2024 and getting the letter of introduction letter to the departments and getting their budgets into the Finance Committee.

It was also discussed and decided that going forward our meetings would be for a Monday night with the backup day being Tuesdays.

The Finance Committee also discussed the need for financial reports regarding the upcoming department and a meeting date of the Finance Committee for review and discussion prior to the actual date we will be meeting with that department.

Chairperson Joe Freitas shared with us that we are now taking and interviewing applicants for the position of Town Administrator and that he will be participating in the process.

Chairperson Joe Freitas called for a motion to adjourn. The motion was made by Tabitha McCrohan and seconded by Matt Chabot. A verbal call was made by Chairman Joe Freitas and the committee approved the adjournment at 7:28pm unanimously.

Next meeting is scheduled for Wednesday November 9th, 2022.

 11.9.2022

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