

**FINANCE COMMITTEE
MEETING MINUTES**

DATE: March 19, 2018

ATTENDANCE: Chairman Ed Hoak, Secretary Michele Hamilton, Joe Freitas, Barbara Miller and Melinda Paine-Dupont

Town Administrator: Alan Coutinho

Treasure: Wendy Cochrane

Accountant: Kathy Avilla

Meeting was called to order by Chairman Ed Hoak at 6:32pm.

A motion was made and seconded to approve the minutes for finance committee meeting of March 5, 2018. With a minor correction the committee unanimously voted to approve minutes.

A motion was made and seconded to approve the minutes for finance committee meeting of March 7, 2018. The committee unanimously voted to approve minutes as written.

This meeting was a joint meeting with the Town Manager, Alan Coutinho and Accountant, Kathy Avilla to review the FY 2019 budgets presented by all of the departments for the Town of Berkley.

This being the first year where all the departments were to provide their budget request directly to the Town Administrator, Mr. Coutinho indicated that the departments were very receptive and met the dead line provided in getting the budgets in by the scheduled date of March 19, 2018, with only three departments needing level funding.

Accountant, Kathy Avilla, took the department's information and created a detailed spread sheet showing a detailed description of what is requested for fiscal year 2019, difference from year 2018 and exactly where the monies are being distributed.

In addition, the spread sheet provides a snap shot of revenues received, back charges and expenses for the Town of Berkley.

Mr. Coutinho provided a handout of the spread sheets to the Finance Committee and spent time going over the various columns. Mr. Coutinho explained that the column, Actual Expenditures for period of 7/1/2017-12/31/2017 has all zeros, just not enough time to gather up this information for this year.

Additional changes forth coming, is the change in account numbers which will require more specific information when a bill for payment is being presented to the town by the departments.

A discussion took place regarding Capital Projects and request that have currently been requested by the various departments. This will be something that the Finance Committee will have to review in depth in order to make smart recommendations.

A motion was made and seconded to adjourn the meeting at 8:20. The committee unanimously voted to adjourn.

Next meeting to be held on March 22, 2018.

Ed Hoak

~~Michelle Hamilton~~

Nancy B Gayole

Bob M

Jim M

Michelle Hamilton

**FINANCE COMMITTEE
MEETING MINUTES**

DATE: March 22, 2018

ATTENDANCE: Chairman Ed Hoak, Secretary Michele Hamilton, Nancy Gajoli and Melinda Paine-Dupont

Meeting was called to order by Chairman Ed Hoak at 6:30 pm.

This meeting was a public hearing of the Somerset Berkley Regional School District FY19 Tentative Budget.

The FY19 budget was presented by the region's business manager Lindsey Albernaz. The budget presented represents a 4.2% total increase over FY18.

Berkley's assessment for the operational budget would increase 1.8% while the capital assessment (predominately debt exclusion) decreased 2.9%.

The reduction in our assessment is totally driven by changes in both our town's enrollment. Somerset's enrollment is up 22 students while Berkley's is down 16.

Increases in the overall budget were driven by the addition of 1 FTE counselor / administrator, increases in special education costs, and software license and 1:1 initiative costs (~260 new devices).

Questions and discussions were given after the presentation. Significant discussion centered on the creation of a Special Education (SPED) stabilization account, the amount in the errors and deficiencies (E&D) account and the region's stabilization. The budget would levy an assessment of \$100,000 to member communities for which Berkley's share is \$26,500.

A motion was made and seconded to adjourn the meeting at 8:00. The committee unanimously voted to adjourn.

Next meeting to be held on March 26, 2018.

Ed Hoak
Michele Hamilton
Nancy B. Gajoli
Michele Hamilton