

MONTAGUE FINANCE COMMITTEE
Draft Meeting Minutes
Wednesday, June 15, 2022 at 6:00 p.m.

This meeting was held via Zoom and recorded: <https://vimeo.com/720893892>

PRESENT: Chair Jen Audley, Vice-Chair Greg Garrison, Jennifer Waryas, Chris Menegoni, John Hanold and Dorinda Bell-Upp, members; Town Accountant Carolyn Olsen; Executive Assistant Wendy Bogusz; BettyLou Mallet, Scribe.

ABSENT: Francia Wisnewski and Town Administrator Steve Ellis

1. CALL TO ORDER – The meeting was called to order at 6:00 p.m. by Chair Jen Audley, This will be a hybrid meeting where some members are attending in person at the Town Hall as well as some are attending via Zoom. The meeting is being aired on MCTV as well as recorded by Carolyn Olsen.

Dorinda Bell-Upp was introduced as the new member of the Finance Committee. Dorinda stated she is a town meeting member and has been watching the Finance Committee meetings online.

2. REVIEW OF MEETING MINUTES – June 1, 2022

JA gave background information on the process of taking the minutes. She reminded the committee that BettyLou Mallet is not a permanent scribe but will help until another individual is found. She asks the committee to spread the word as well as keep their eyes and ears open.

The members received the draft minutes of June 1, 2022 for their review. There were no changes or concerns. **On a motion by GG and seconded by CM, the minutes of June 1, 2022 were approved as written. GG, aye; JW, aye; CM, aye; DB-U, abstained; JA, aye; JH, aye. 5 aye; 1 abstention.**

3. SECTION 33B TRANSFER REQUEST FROM TURNERS FALLS AIRPORT

CO gave background information regarding the two transfer requests. She stated transfers are usually requested between May-July 15 and done between departments, enterprise funds and appropriations. The transfers are to be approved by the Finance Committee as well as the Selectboard. The majority of the funds are for repair work to the house before renting. This transfer will allow the airport to finish the year in the black. **GG moved to transfer \$32,780.00 from the Airport Long-Term Principal to the Airport Operational Budget. Second by JW. No discussion. JH, aye; CM, aye; DB-U, aye; JW, aye; GG, aye; JA, aye. 6 aye.**

GG moved to transfer \$1,770.45 from Airport Long-Term Interest to Airport Operational Budget. Second by CM. No discussion. JH, aye; CM, aye; DB-U, aye; JW, aye; GG, aye; JA, aye; 6 aye.

4. UPDATE FROM TOWN ADMINISTRATOR AND TOWN ACCOUNTANT

CO gave an update on the Forecasting Program. She stated it is a useful tool however there are still some items to be done manually. She feels that she has better knowledge than the forecasting tool but it is a good guide for comparison. JA thinks the forecasting tool gives individuals the ability to engage

with information independently and is excellent for a 5-year forecast. The forecasting model is on the town website under the Finance Committee budget tab.

JA shared information that Steve sent regarding State legislation on remote meetings which expires on July 15. The Finance Committee will hold hybrid meetings where 4 or more members can be in person and others can remote in. Should members wish to extend the date for remote meetings, she asks them to write to the State legislators.

5. CONTINUE DISCUSSION OF DRAFT FINANCIAL POLICIES

JA supplied notes to the members explaining her thoughts regarding the three financial policies (A-1 Annual Budget Process, A-2 Capital Planning and A-5 Financial Reserves). She stated the consensus of the FinCom members at the last meeting was to aim to present these remaining three policies to the Selectboard by September 2022 with the assumption that the Selectboard will take a few weeks to review before approving them in time for the start of the FY24 budget cycle in October. Her suggestion is to devote a meeting for public review of these three final policies.

A-1 Annual Budget – JA will draft a new version of this policy for the committee to consider by June 21st. Once the Finance Committee has settled on a draft, they are to ask the stakeholders named in the policy to review it prior to presenting to the Selectboard.

A-2 Capital Planning – The CIC reviewed the draft policy which included edits from Steve Ellis. The FinCom will integrate any feedback from them and from other stakeholders such as the Superintendents of the DPW and WPCF in order to produce a draft that has broad support prior to presenting to the Selectboard.

A-5 Reserves – The current draft which includes the FinCom's comments has been sent to the Director of Assessing, the Treasurer, the two Superintendents and the Airport Manager for their review. Rob Addelson had a few specific questions which are highlighted on this policy, which remain to be resolved. Once this policy is complete, it will be presented to the Selectboard.

Other considerations JA made to the FinCom is to have the Town's website updated to include all of the policies in one easy-to-find location under the Finance Committee's page. She also notified the members that the Selectboard will be holding bi-weekly meetings during the summer and therefore, the Finance Committee should take that under consideration when scheduling their future meetings.

6. DISCUSS FINANCE COMMITTEE REORGANIZATION AND FUTURE MEETING DATES

JA stated unless there is a need for an emergency meeting on June 29th, this will be the last meeting for the Finance Committee for FY22. This is her last meeting as Chair and assumes the Vice-Chair GG will be chairing the first meeting for FY23. She will prepare notes for the next acting Chair giving her institutional knowledge and wisdom. She gave her thoughts as to the core responsibilities of the Chair such as finalizing the agenda, be the contact person for town hall staff and move discussions forward. The Clerk position keeps records of the committee's work and coordinating/covering for the scribe.

GG stated the CIC will be meeting on July 13 and would like the next Finance Committee meeting to be held on that date as well. He also thanked Jen for being the Chair and accomplishing many large tasks for the Finance Committee.

JH would like the committee to meet as soon as the responses come back from the various departments for the last 3 policies so that the Selectboard will receive in a timely manner. He also thanks JA for her work as Chair including her thoroughness in having information posted on the town website. JA feels the town website is a very strong tool. She is offering to teach anyone on the committee how to post and organize information.

JH also asked about future discussion for potential members as the committee is still short one member. GG stated everyone he has approached has declined. The Finance Committee is encouraging any interested individuals to send their names and have a 1:1 with the moderator. JA had met with someone a few weeks ago and they will be attending a few meetings after July.

The next meeting dates will be July 13, 2022 and August 10, 2022.

7. OTHER TOPICS NOT ANTICIPATED – No other topics to discuss

8. ADJOURNMENT

On a motion by CM and seconded by JH, the meeting adjourned at 6:48 p.m. CM, aye; DB-U, aye; JH, aye; JW, aye; GG, aye; JA, aye.

Respectfully submitted,

BettyLou Mallet
Scribe

Meeting materials – Airport Chapter 44 Section 33B Transfer Request
Audley's notes on finishing financial policies