

**Financial Matters Sub-Committee Meeting April 15, 2020
Minutes**

Members present: Christine Saulnier, Chair, James Broderick, Michael Kane, Thomas O'Connor, Mary McNally, Sara Menard, Ryan Quimby, Kathleen Hill (ex-officio, non-voting)

The meeting was held by virtual participation (Zoom) and was called to order by Chris Saulnier at 10:00am. Chris stated that the purpose of today's meeting was to begin a department by department review of budget submissions.

Mary stated that in recent conversations with Collector Dawn Fonte and Accountant Sara Menard, there was an expectation that loss of incoming revenue from excise taxes, permits, and licenses would soon become another challenge to developing a realistic FY21 budget. She noted that the Commonwealth is anticipating loss of revenue as well and is hopeful to get some relief from the CARES Act once it is passed by Congress. Some of this relief can be passed along to cities and towns in the weeks to come.

Sara responded to a previous request from Chris as to the status of the Stormwater Enterprise Fund and indicated that as of March 31, 2020 the balance including interest to date was \$166,208.86

It was agreed that the subcommittee would use the General Fund Sources and Uses Summary provided by Sara on March 13, 2020 as the basis for the department by department initial review of budget requests. Each department would receive a label of HOLD for further review, or OK if the request was not of concern at this time.

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|-----------------------|-----------------------------------------------------------------------------|
| 111 Town Council | all travel/conference requests will be deleted |
| 122 Town Manager | OK |
| 132 Reserve Fund | OK |
| 135 Town Accountant | OK |
| 141 Assessor | OK |
| 145 Coll/Treas. | HOLD |
| 151 Legal | HOLD (a more realistic figure of \$200,000 is needed) |
| 152 Human Res. | HOLD (further discussion on the urgent need for HR Director position) |
| 155 IT | HOLD |
| 160 TC/Clerk | OK |
| 162 Elections | OK |
| 175 Plan/Zon/Consv. | HOLD |
| 947 PVPC | OK |
| 210 Police | HOLD (questions regarding status of cruisers purchase from FY20 budget) |
| 220 Fire | CONT (Chief still shifting department expenses to Ambulance Revolving Fund) |
| 241 Building | HOLD |
| 299 Dispatch | HOLD (in flux due to anticipated switchover to WESTCOMM on July 1, 2020) |
| 519 Health | HOLD (review of Allen St. Landfill Cap expenses) |
| 421 Admin/Highway | HOLD |
| 422 Facilities/Maint. | HOLD |
| 423 Snow/Ice | HOLD |
| 429 Utilities | OK |
| 430 Trash | HOLD |
| 433 Waste | HOLD |

Jim made a motion to approve the April 8, 2020 minutes, seconded by Tom. Approved 4-0.

Jim made a motion to adjourn (seconded Tom). The meeting adjourned at 11:42am
Respectfully submitted,
Kathleen Hill,
Ex-officio (non-voting)

