

**Financial Matters Sub-Committee Meeting April 22, 2020
Minutes**

Members present: Christine Saulnier, Chair, James Broderick, Michael Kane, Thomas O'Connor, Mary McNally, Sara Menard, Diane Bishop, 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.

The first item of discussion was review and approval of the minutes of April 15, 2020. It was noted that Accounts 422 Buildings & Maintenance and 423 Snow & Ice were listed as HOLD for further discussion and should be changed to OK, no further discussion necessary. Tom moved to approve the minutes with the noted changes, seconded by Mike. Voting YES were Saulnier, Broderick, O'Connor, and Kane. Bishop abstained.

Council President Hill ask the Chair for time to make a brief statement. During Ms. Hill's remarks at the April 8, 2020 Finance Subcommittee meeting where members were reviewing the financial state of the Town given the challenges of the Coronavirus, Ms. Hill noted that it was important to consider whether all employees of the school department especially certain subject matter teachers (Unified Arts), along with paraprofessionals, cafeteria staff, nurses, and secretaries were able to fulfill their duties given that schools had been closed by Governor Baker's orders. Ms. Hill stated that some teachers have contacted her with concern that her remarks may have implied that certain teachers were not working with students while still receiving full salary. Ms. Hill apologized to the town's teachers stating that her remarks were not intended to be insensitive nor disrespectful and praised the town's teachers for delivering a quality education to the town's students, in spite of the current circumstances.

Mary McNally reviewed the report from Building Inspector Kevin Duquette giving a comparison of various permits revenues from 2019 to the present in 2020. Numbers indicate that despite the virus, permits revenue is ahead of last year's figures. Mike noted that some of the increases may be attributable to the fact that the building inspector is now able to be in the field more with the hire of additional office help that was approved in the FY20 budget. Jim felt that the information presented was acceptable and that this account 241 Building required no further review.

Mary also presented the members with a report from Dawn Fonte, Treasurer/Collector showing revenues collected for real estate taxes, personal property, auto excise, etc. and a comparison to 2019 revenues. At the present, revenues collected are higher than 2019 at the same time but Mary cautioned the members to be wary of placing too much reliance on these figures. She is concerned that the real impact of COVID-19 on town revenues may not be accurately reflected until later this summer.

Chris asked Accountant Sara Menard if she had more accurate figures and/or end of year projections for turnback from each department. Sara stated that she was currently preparing a financial document of Quarter 3 balances for the April 28 Town Council meeting and would have the requested information for the subcommittee at the next meeting on April 29.

Chris suggested the subcommittee continue its department by department review of FY21 requests. Again, a HOLD would indicate the need for further information and review and OK would indicate that the information was sufficient at the present time.

300	Education	HOLD	(leave the 2 FTE requests in the line items until future discussion with SC) Jim also requested doing the same for the increase in stipends request.
610	Library	HOLD	(the Library Director has recently submitted some cuts)
630	Recreation	HOLD	(additional cuts to be recommended by Recreation Director)
693	Celebrations	OK	
541	COA	OK	
543	Vet's Serv.	OK	
910	Payroll	HOLD	

912	Work.Comp	HOLD	(projections up 39.9%, discussion re: need for risk management person)
914	Health/Life	HOLD	(projections up 14.8%)
945	Liability Ins.	OK	
946	Ret. Assess.	OK	
710	GF Principal	HOLD	
710	CPC	OK	
751	GF Interest	OK	
751	CPC Interest	OK	
752	GF ST Borrow	OK	
752	CPC ST Borrow	OK	

Other Financial Uses:

Capital Projects	HOLD	(Ryan Quimby, Chair starting work with members)
Stabilization Fund	HOLD	
OPEB	OK	
Compensated Abs.	OK	
Valuation Services	OK	(next town wide valuation Summer 2022)
S&I Deficit	OK	
CPC	HOLD	
R.E. Abatement	OK	
State Charges	HOLD	
State Offset	OK	
Prior Year Bills	OK	

Chris asked members to review the Capital Requests submittals for the next meeting. Jim asked Sara if she would provide the committee with accurate submittals for the specific accounts that the committee voted HOLD, for further review.

Mike made a motion to adjourn (seconded Tom). Voting YES to adjourn were members Saulnier, Broderick, Kane, O'Connor and Bishop. The meeting adjourned at 11:40am

Respectfully submitted,
 Kathleen Hill,
 Ex-officio (non-voting)