



THE TOWN OF  
HUBBARDSTON, MASSACHUSETTS  
*Finance Committee*

## Meeting Minutes – 8 December 2010

- Meeting convened at 6:35pm
- Present: Ed Blanchard, Chris Norcross, Ben Prentiss, Dave Simmerer, Mark Connery, Jamie Pitney
  - Pat Girouard, Chief Hayes, Matt Castriotta, Elaine Peterson.
- Location: Library Basement Conference Room
- No Open Meeting Time business discussed.
- Meeting Minutes: No minutes submitted for approval.
- Reserve Fund Transfers: None submitted for consideration.
- FINCOM Appointment:
  - Application for appointment to the FINCOM submitted by Patrick Girouard.
  - **Motion** by Ed Blanchard to appoint Pat Girouard to the FINCOM until the next town election. **2<sup>nd</sup>** by Chris Norcross. **Motion approved 6-0.**
- Town Audit and Financial Statement:
  - Management letter reviewed by BoS, Town Accountant, and Town Administrator.
    - Ambulance receivables on list (with Town response)
  - Review and discuss for next meeting.
- Recommendations on Project Management
  - Would the BoS consider a Project Management committee to meet/act whenever there is a new project?
  - Possible temp solution to recommendations from Town Charter committee?
  - Is there a finance impact such that FINCOM should make this recommendation?
    - Slade Building project (outer wall, mold control, etc.)
    - Parking conditions
    - Slade Building / Sr. Center
    - Septic Study
  - Response: Review of all proposed projects that require engineering. Oversight/steering committee. Report out findings.
  - **Motion** by Ben Prentiss to submit memo to BoS to consider establishing an Project Management / Oversight committee. **2<sup>nd</sup>** by Mark Connery. **Motion passed 6-0.**
- Highway Department Study:
  - Hold for January

- 2012 Budget:
  - BoS meeting on Capital Planning
  - QRSD Budget:
    - Roof \$90k first payment
    - Targeted per pupil plan
  - Unfunded mandates (i.e. Quinn Bill)
  - Joint meeting prior to start of budget.
- New Reports from Town Accountant
  - Reviewed a report produced by the Town Accountant that shows turnback and encumbrances by account over the past 3 fiscal years.
- Meeting with Fire Chief
  - Burning Permit: Managed by Fire Department
  - Separate from other town revenue and expenses
  - Should this be changed such that revenue goes to the general fund and there is a separate item so expenses are still fully funded?
  - Fire Chief referenced previous town meeting vote as to why current situation exists today and reflects will of the voters.
- Materials submitted/reviewed at meeting:
  - Agenda
  - Suggestions on Capital Planning for 2012
  - Turnback and Encumbrances report from Town Accountant
- Next meeting 1/18/11 at 6:30pm.
- Meeting adjourned at 8:25pm.

**Respectfully submitted,**

**Jamie Pitney – Finance Committee Secretary**

**Approved: 18 January 2011**