



THE TOWN OF
HUBBARDSTON, MASSACHUSETTS
Finance Committee

Meeting Minutes – 12 May 2010

- Meeting convened at 6:34pm
- Present: Ed Blanchard, Peter Carmosino, Mark Connery, Chris Norcross, Jamie Pitney (arrived 7:02pm), Ben Prentiss, Dave Simmerer; Deb Roussel – Town Administrator
- No open meeting business
- Approval of minutes: **Motion** by Dave Simmerer to approve the minutes from the 1/4/2010, 2/2/2010, 3/9/2010, 3/17/2010, 4/5/2010, 4/27/2010 and 5/4/2010 meetings. Second by Mark Connery. **Motion passed 6-0.**
- Report back from Board of Assessors 5/10 Meeting :
Chairman Ed Blanchard and Vice-Chair Dave Simmerer reported on their attendance of the 5/10 BOA meeting. Ed attended both as FINCOM liaison to the BOA as well as FINCOM Chair. Dave attended as interim FINCOM Chair (during Ed's time in Florida). The purpose of the attendance was to better relations with the BOA given recent strains, particularly around the FY 2011 budget and FY 2010 reserve fund transfers.

Regarding the FY 2010 reserve fund transfers, the requests were not approved at the 4/27 FINCOM meeting with the belief that they could be funded out of the Deputy Assessor's wage account given the recent departure of the Deputy Assessor and the likelihood that the remaining wages in the account would not be used before fiscal year end. The BOA explained that the former Deputy Assessor was still due unpaid accrued vacation time and that several candidates applied for the job and it was possible the position could be filled before fiscal 2010 year end (6/30/10). Given that, the wage account would not likely be a viable place to fund the transfer requests. It was then agreed that FINCOM would reconsider the requests to transfer from the reserve fund at the 5/12 FINCOM meeting.

The BOA also voiced their concerns about the Assessors budget being "targeted" for substantial underfunding for FY 2011. Ed and Dave explained that there was no targeting of the budget. Rather, all departments were requested to revise their budgets to level-funded plus 1.5% COLA and other contractual increases. Furthermore, approximately \$6,000 was restored from the level funded budget to account for additional contractual expenses. Ed and Dave also assured the BOA that if expenses related to ATB cases strain the budget as funded, that FINCOM would consider on a need basis and fund from reserves or other viable accounts.

By the end of the BOA meeting, Ed and Dave reported that they believed the situation was in a better state and that FINCOM would work to improve even further in the future.

- Omnibus budget:
 - FY 2011 budget is balanced.
 - Town Administrator noted at \$500 discrepancy from the last combined FINCOM / BOS meeting. Agreed to fund from the reserve account.

- Town Meeting and Warrant Articles:
 - Ed first requested from each FINCOM member to email him a couple of sentences about each member that he would turn into a “Get to know your FINCOM” handout available for town meeting. Ed is doing this given the recent substantial turnover of FINCOM members since the December 2009 STM.
 - Per Town Administrator, both ATM and STM warrants were signed by the BOS at their 5/10 meeting. The warrants were picked up by the printer on 5/11 and will be mailed out 5/14.
 - FINCOM Member warrant article speaking assignments. Depending on the article, the assigned member will be responsible to speak either on a proactive or reactive basis (based on questions). Ed to notify Ed Leonard (Town Moderator) ahead of time which articles FINCOM wish to speak to proactively:
 - Annual Town Meeting:
 - #7, 8, 9, 14, 21, 22, 24: Ed
 - #13: Ben *and #19.*
 - #16, 17, 18, 30: Jamie
 - #20: Peter
 - #23: Mark
 - #25: Dave
 - Special Town Meeting: #5: Jamie

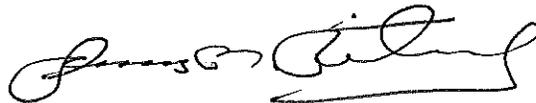
- Liaison Assignments:
 - FINCOM liaison assignments were reassigned given the recent substantial turnover of FINCOM members. Liaison assignment spreadsheet to be updated by town clerk and distributed back to FINCOM.
 - **Motion** by Dave Simmerer to update FINCOM liaison assignments as discussed and to request Town Clerk to update and distribute revised assignment sheet. Second by Chris Norcross. **Motion passed 7-0.**

- Update from Town Administrator re: Pathfinder student costs
 - Deb informed FINCOM that she continues to research whether the two Hubbardston students attending Pathfinder should be paid for by town budget, or should be part of the QRSD budget. Ongoing discussions with QRSD and state Department of Education.

- Reserve Fund Transfer Request:
 - Deputy Assessor request:

- See notes above on update from BOA meeting for details.
 - **Motion** by Jamie Pitney to approve reserve fund transfers to the Assessors Expense account in the amounts of \$947.97 and \$415.92 as submitted per the Deputy Assessor requests. Second by Dave Simmerer. **Motion passed 6-0 with 1 abstention.** (*Ed Skarshand*).
- Line Item Transfers:
 - **Highway Department: Motion** by Dave Simmerer to approve line item transfer of \$5,000 from Highway Worker Wages (422-5101) to General Highway (422-5210) and to authorize FINCOM Chair to authorize/sign said request as submitted by the Highway Superintendent. Second by Mark Connery. **Motion passed 7-0.**
 - **Police Department: Motion** by Dave Simmerer to approve line item transfers of \$6,000 to the Police Wages account (01-210-5102-0000) from the Police Maintenance account (\$2,500: 01-210-5200-0000) and the Police Department Vehicle Maintenance account (\$3,500: 01-210-5201-0000) and to authorize FINCOM Chair to authorize/sign said request as submitted by Police Chief. Second by Peter Carmosino. **Motion passed 7-0.**
- Ed requested that we postpone other agenda items under “Finance Committee recommendations” to next meeting.
- Next Meeting: 5/22, the budget informational meeting at 9am at the Center School.
- **Motion** by Dave Simmerer to adjourn. Second by Jamie Pitney. Meeting adjourned at 8:55pm. **Motion passed 7-0.**

Respectfully submitted,



Jamie Pitney – Finance Committee Secretary

Approved: 22 May 2010