



THE TOWN OF
HUBBARDSTON, MASSACHUSETTS
Finance Committee

Meeting Minutes – 14 June 2010

- Meeting convened at 6:38pm
- Present: Ed Blanchard, Dave Simmerer, Chris Norcross, Ben Prentiss, Mark Connery, Jamie Pitney
- Location: Slade Building Meeting/Common Room
- No Open Meeting Time business discussed.
- Reserve Fund Transfers:
 - Town Clerk: requesting \$1,050 to cover costs related to unplanned elections this year (U.S. Senate and BoS).
 - **Motion:** Made by Dave Simmerer to approve the reserve fund transfer request of \$1,050 to account 162-5200 Elections/Registrations. Second by Mark Connery. **Motion approved 6-0.**
 - Parks & Recreation: Request submitted for \$1,000 to cover mowing expenses. Not anticipating using all funds, but the amount requested was to be expenses covered. Agreed to amend to \$500.
 - **Motion:** Made by Ben Prentiss to approve the request of \$500 to 699-5200 Parks Maintenance. Second by Dave Simmerer. **Motion approved 5-0 with one abstention by Chris Norcross.**
- High School Roof:

Ed attended 2nd walkthrough of roof replacement. Provided extra copy to Jamie Pitney (co-liaison to QRSD) of "Investigative Report: Cafeteria Atrium Skylight and Metal Panel System" dated 3/9/2009. Roof has to be repaired/replaced. Eligible for grant of up to 55% reimbursement. New Braintree heavily attended based on their recent resistance in letter to QRSD. They agreed time was now else lose grant eligibility.
- Lawn Mower:

Parks 2 ½ override failed. Sharing of equipment not allowed (currently borrowing mower from cemeteries).

 - Parks department has trust fund to buy (Ted Curtis trust fund), but can only be used at Rec Field.
 - Worthy to look at this situation as part of Town Charter
 - Joint Meeting (CIP, Parks, FINCOM, Cemetery, Town Accountant, etc. to understand how historical expenses have been managed and how to best move forward?

- Question of ownership.
 - General agreement that one lawn mower should be sufficient.
 - Options on co-purchasing equipment?
 - Initial study to be done by Dave Simmerer and Ben Prentiss and report ASAP.
- Town Administrator Updates:
 - Senator Brown notified town that he will not be supporting Medicaid extension. Will have a state-wide \$635M budget impact.
 - State has certified we are not responsible for 2 Baypath student tuitions.
 - Assessor's Update: Meeting with John Prentiss, Cindy Doane, etc. to move ahead with implementing outsourcing contract. Company working pro-bono in the interim.
- Open Position: **Motion** by Dave Simmerer to send letter to BOS we have open position and to request the position be posted/marketed and filled jointly. Second by Mark Connery. **Motion approved 6-0.**
- Assessors Recommendation:
 - Ed advised the entire committee of the meeting on 7 June prior to the BOS meeting to make recommendations regarding the Deputy Assessors options. No quorum at the meeting. Suggestions only were made to the BOS. No formal recommendations.
 - Property Update Account: Mark & Chris to analyze for past 2-3 years. What has been spent? 10 year projection provided for contractual analysis did not match 10 year cash flow analysis. Why?
 - Per Town Administrator's email, BOA should be using same counsel as BOS/town.
- Election Results:
 - Chris and Jamie to do a Highway Department study and report back to the full committee.
- Storm Damage Funding Options:
 - No decision needed imminently based on when next payment due (by end of FY 2011). Free cash? Stabilization? 2 ½ override?
 - **Motion** by Dave Simmerer to recommend to the town financial team for a 1 year debt exclusion preceded by town meeting with vote at November election. Second by Mark Connery. **Motion approved 6-0.**
- Old Business:
 - Grant Writer: **Motion** by Jamie Pitney to recommend to the BOS the hiring of a grant writer. Further recommended that said grant writer to be compensated on a percentage of grants won for the town. Second by Mark Connery. **Motion approved 6-0.**

- Purchasing Process: **Motion** by Mark Connery to recommend to the BOS the adoption of a purchasing process with the intent to centralize oversight of department spending, collaborate on spending when possible (i.e. office supplies with state contract) and ensure appropriate financial controls. Second by Ben Prentiss. **Motion approved 6-0.**
 - Community Preservation Act: Originally passed 5 years ago and passed by about 30 votes. Up for renewal every 5 years, with renewal date next year.
 - Funding “non-critical” projects.
 - 3% match. Town funds 1.5%. Match down to 29%.
 - At least 3 pillars: Historical, Open Space and Maintenance
 - Dave to ask Dennis O’Donnell to come to present on spending to help determine recommendations on renewal.
 - Church Situation: Per Chris Norcross request, review discussion of church situation at next meeting.
- Next Meeting 7/14 at 6:30pm in Slade Building.
 - **Motion** to adjourn at 8:44pm by Jamie Pitney. Second by Ben Prentiss. **Motion approved 6-0.**

Respectfully submitted,



Jamie Pitney – Finance Committee Secretary

Approved: 7 July 2010