



THE TOWN OF
HUBBARDSTON, MASSACHUSETTS
Finance Committee

Meeting Minutes – 18 January 2011

- Meeting convened at 7:00pm
- Present: Chris Norcross, Ben Prentiss, Dave Simmerer, Jamie Pitney, *Mark Canterbury*
- Location: Hubbardston Senior Center
- No Open Meeting Time business discussed.
- Meeting Minutes: Minutes for FINCOM meetings dated 3 November 2010, 8 December 2010 and 10 January 2011 were submitted by FINCOM Secretary Jamie Pitney. Reviewed by committee.
 - **Motion** by Ben Prentiss to approve the 11/3/10, 12/8/10 and 1/10/11 minutes as submitted. **2nd** by Chris Norcross. **Motion approved 4-0.**
- Reserve Fund Transfers: Reconsideration of Highway Department request for \$8,588 to replace the 2 existing oil fired heaters in the highway garage
 - Original vote taken on 10 January was determined to be incorrect as having passed. The vote tally to determine passage included voting members of the BoS. When isolated to just the FINCOM, the vote failed 3-3.
 - FINCOM discussed concern over draining a substantial portion of the Reserve Fund so early in the budget cycle. Thought it might be better to have Highway Dept deplete budgeted funds and then come to FINCOM for reserve funds as needed.
 - **Motion** by Chris Norcross to rescind the Reserve Fund transfer vote of 10 January. **2nd** by Ben Prentiss. **Motion approved 4-0.**
 - **Motion** by Ben Prentiss to approve the Reserve Fund transfer request as submitted by the Highway Department. **2nd** by Chris Norcross. **Motion failed 1-3.**
- Highway Department Research Update:
 - Chris Norcross to help Jamie in getting data about other town budgets relative to amount budgeted for highway, total budget and miles of road. Analysis forthcoming.
 - Chris and Dave continue to meet with Highway Departments of other towns to understand operations.
- FY2012 Budget Ideas:
 - Jamie to submit to BoS and interim Town Administrator suggested topics of discussion for 1/27 Tri-Board meeting.
 - Topics to include:

- Level funding + contractual increases + one-time non-discretionary – FY2011 one-time non-discretionary – FY2010 turnbacks.
 - QRHS roof expense
 - QRHS targeted per pupil program cost
 - Attendance at QRHS budget hearings
 - Reports from town accountant (i.e. turnbacks)
 - Status of centralized purchasing process
 - Status of commissioned-compensated grant writer
 - MPRC: Greater attendance representing town
 - Town Charter Committee timeline and recommendations
 - Renewal of Community Preservation Act
-
- Materials submitted/reviewed at meeting:
 - Agenda
 - Reserve Fund Transfer request as submitted by Highway Department Superintendent

 - Next meeting 1/27/11 at 6:30pm (Tri-Board Meeting)

 - Meeting adjourned at 8:36pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jamie Pitney", with a horizontal line underneath.

Jamie Pitney – Finance Committee Secretary

Approved: 30 March 2011