

**Town of Sandisfield
Finance Committee Meeting**

Date: January 20, 2018

Location: Old Town Hall, 2 Silverbrook Rd.

The meeting was called to order at 9:30 AM

Members Present: Roger Brown, Joe Gelinas, Kathy Jacobs, Bogart Muller

Members Absent: David Hubbard, Fred Ventresco (ex-Officio Committee Member)

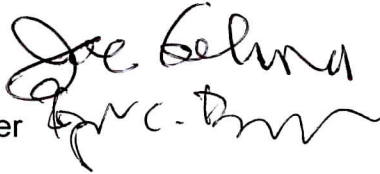
1. Approved minutes for meeting held on December 16, 2017.
2. Discussed proposed committee to review scope and purpose of DPW. Here are the key points made that we decided would be sent to the Town Administrator and Select Board to consider:
 - a. Time is of the essence. Construction of a replacement garage must be started by this spring. We suggest that the committee begin its work immediately and not wait for a formal Select Board vote. I recall that we all said that an informal study committee could be legally convened.
 - b. The Strategic Planning Committee had developed a plan for a replacement garage and revised location that should be considered as part of any new plans. This highway department garage plan was completed as part of a comprehensive review of all town buildings.
 - c. The Strategic Planning Committee also has a roads assessment that was completed by Berkshire Regional Planning Commission. That too must be considered in any plan for the future DPW
 - d. To that end we recommend that Kathy Jacobs (or her husband Tom) be part of this study committee because of their familiarity with building plans, road assessment and other information that the Strategic Committee developed.
 - e. Bogart Muller is another strong candidate who would be well-positioned to make meaningful contributions to the study and has volunteered to do so.
3. Discussed possibility that we would be able to hire Dawn Lemon as FINCOM secretary.
4. Handed out copies of FY19 budgets received to date. Handed out spreadsheet that summarizes budget submissions. Many questions were raised that will be forwarded to Fred Ventresco, the Town Administrator. The committee will review these budget requests in more detail than was possible at the meeting and send their questions

and requests for additional data to the FINCOM chair who will forward these to Fred Ventresco.

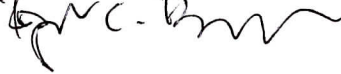
5. Members expressed their concern that several budgets had not yet been submitted. The Select Board has given a final deadline of February 5 for budgets to be handed in.
6. Members asked that the Town Administrator provide revenue and expenditure projections for the coming year. These are essential to determine what budget increases and decreases can be tolerated.
7. Draft changes to the Sandisfield Fiscal Policy Manual were handed out. The Finance Committee Reserve Fund Policy was discussed and approved by a 4-0 vote. This policy will be forwarded to the Town Administrator and Town Accountant for review and then to the Select Board for formal adoption. The Financial Reserves and Forecasting sections of the manual will be discussed at a later date.
8. Adjournment: 11:40 AM

Respectfully submitted:

Joe Gelinas, Finance Committee Chair

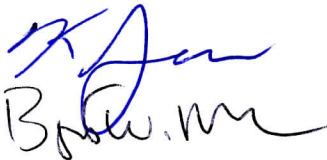


Roger Brown, Finance Committee Member

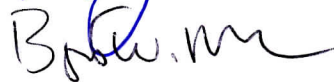


David Hubbard, Finance Committee Member

Kathy Jacobs, Finance Committee Member



Bogart Muller, Finance Committee Member



Fred Ventresco, Ex-Officio Finance Committee Member