

**Town of Sandisfield
Finance Committee Meeting**

Date: February 24, 2018

Location: Town Hall Annex, 66 Sandisfield Road

The meeting was called to order at 9:34 AM

Members Present: Roger Brown, Joe Gelinas, Kathy Jacobs, Bogart Muller, David Hubbard, Fred Ventresco (ex-Officio Committee Member).

Members Absent: NONE

1. The minutes for the meeting held on February 10, 2018 will be revised and presented for a vote at the next meeting.
2. Discussed proposed committee to review scope and purpose of DPW.
3. Discussed the proposed Farmington River School Budget. Several concerns were raised. These will be directed to Eric Jesner, the School's business manager:
 - a. Can special education services be shared with other schools?
 - b. Clarify sharing numbers for FY18 and FY19 and which pages of the budget show totals vs. allocated amounts.
 - c. Will there be any additional security added for this year?
 - d. Clarify landscaping and plowing, \$28,000. Who does what and how is this calculated?
 - e. We may invite them to attend the joint Select Board/FINCOM hearing.
4. The Committee reviewed the budget summary sheet and had the following issues:
 - a. Legal needs to be higher. The number \$25,000 was discussed.
 - b. Even though the Technology budget has increased the committee agreed that a continuing program of computer replacement/upgrades was wise.
 - c. The committee was in favor of, but not unanimously, with the 2% salary increases. The ongoing revisions to the HR policies, the creation and updating of job descriptions, and the institution of regular personnel reviews will provide a better framework for setting and increasing salaries.
 - d. The committee questioned whether the assessor clerk would be permanently budgeted for 15 hours/week or was it temporary.

- e. The committee wanted to know how it was that the highway superintendent's salary has been increased above the budgeted amount submitted during the FY18 budget process.
 - f. The committee suggested that the Street Lighting account be moved under the highway department because it is they who monitor the operation of the lights.
 - g. The committee discussed solid waste, dump stickers, cardboard recycling (due soon), and the reduction of the solid waste payments due to recycling (there appear to be some in FY18 but none in FY17). They also wanted to know how the dump sticker funds were used. Finally, the committee believed that the cost of repairing the transfer station needed to be budgeted. Bogart volunteered to look into the transfer station issues.
 - h. The Yanner Park Stabilization Fund is due to be appropriated \$13,815.93, the funds raised for the benefit of the park. There was a consensus an additional appropriation to match that amount (\$13,815.93) should be forthcoming from the Yanner Park logging (\$108,534.51 received to date). More of the logging funds should be appropriated, if feasible.
 - i. The Select Board needs to determine how much will be appropriated from the Yanner Park Stabilization fund into the Yanner Park expenses account for FY19 planned expenditures.
 - j. There was agreement that the operation and maintenance budget for town buildings needed to be broken out into its component expenses such as heat, lights, office supplies, etc.
5. The FY19 appropriation for the general stabilization fund will be \$148,590. In addition, per the agreement reached regarding funding for the Rugg/Route 57 bridge, the stabilization fund will receive up to \$72,747 (the excess of certified free cash above \$600,000) to balance the \$220,000 appropriated for the bridge at the October 23, 2017 STM.
6. The Capital Planning section of the Fiscal Policy Manual was discussed and the following decisions made:
- a. Capital expenses should be projected out 10 years.
 - b. A Capital Improvement Committee of five members should be appointed by the Select Board. The Town Administrator should chair that committee.
 - c. A \$25,000 threshold for capital projects was agreed to.
 - d. Infrastructure should include bridges and septic systems.

- e. An inventory of capital assets, vehicles, facilities, and land should be completed as soon as possible.
 - f. Evaluation of projects should use four priority groups not a more detailed list.
 - g. Short-term debt should be defined as 5-10 years and long-term debt greater than 10 years.
 - h. Once completed, the capital improvement plan should suggest the amount that should be appropriated annually into the capital improvement stabilization fund. And, once that plan is created, some funds should be moved from the general stabilization fund to the capital improvement stabilization fund. Once that initial transfer takes place, the general stabilization fund will be used for unexpected operational shortfalls, not capital projects.
 - i. The proposed tables, calendar, and request forms were accepted.
7. At some point the revenue side of the capital budgeting plan should be addressed. That is, from what sources, e.g., borrowing, logging revenue, annual appropriations, etc. should the capital plan be funded.
8. Adjournment: 12:15 PM

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

