

Buckland Finance Committee Minutes
February 11, 2019
Meeting Called to Order at Buckland Town Hall at 7:01 p.m.

Committee Members Present: Karen Blom, Ciara Hayden, Raymond Lanza-Weil, Larry Langford, Ben Murray arrives at 7:10

Others Present: Dena Wilmore, Marilyn Kelsey

1. **Motion to accept minutes from 2/4/19** –Raymond moves, Karen seconds, unanimously approved.
2. **Discussion of Senior Center Expansion Committee** - request for letter of support- we don't feel we have enough information to write a letter of support. We sent a letter dated 1/21/19 to our BOS requesting that they ask the expansion committee specific questions before moving forward. We have not heard anything back. Dena will bring this back up with BOS.
 - a. There is a public presentation on the Senior Center on February 13th, 7:00 p.m., at Mohawk and Monday the 25th, 2:30 p.m., at the Senior Center.
3. **Discussion of Draft Operating Budget (New Worksheets) – line by line**
 - a. General discussion about revenues and how we've been underestimating them for years. This is a conservative approach that usually gives us some free cash at year end. We need to take out 15K from free cash on the FY 20 revenues to replenish FY19 reserve fund that is at zero balance. This will be needed to fund year end transfers.
 - b. Recommendation to reduce Partnership request from 10k to 5k and review in one year. We want them to fund staffing from grants they get.
 - c. Questions about increase of almost 7k in the Town Hall communications/IT request submitted by Andrea before she left – 4k is for tax collector server. Our costs seem to be going up every year even after a large capital project a few years ago. We need to get an accurate annual cost for this. Is it really 25k/year? *Ask Bob to look at past history of this*
 - d. FRCOG accountant fee up almost 3k with an increase in expenses – why? We aren't happy with the present accountant and there have been numerous issues. Can we get someone else from FRCOG? *Ask Bob to look into this.*
 - e. Recommendation to not fund assistant treasurer/tax collector for almost 3k.
 - f. Highway dept – next year there should be a reduction in street light expense (grant for new LED should drop this by 10k) and highway utilities. Dena hopes that the new building will be ready for use by next winter!
 - i. Discussion on winter roads and decision to keep it at 130k.
 - ii. Discussion on paving request decision to drop it from 232k to 100k to help balance the overall budget
 - g. Why is retirement expense up to much? We've had employees leave but they shouldn't be getting retirement benefits yet. *Ask Bob for details*
 - h. There are still several numbers missing, - Franklin Tech and Sr Ctr. These should be coming by the end of Feb. in time for our March meeting.
 - i. Discussion of Town Hall capital request for 17k – 15k for new ADA doors at back of building and 2k to renovate desk in tax collector's office. Decision to not fund the 2k and get someone in to put in a simple gate.

- j. There are some issues with the capital and debt exclusion figures on the rev/exp analysis sheet – it's not agreeing with the amortization schedule sheet. Is the short term debt of 84k being counted twice?
- k. Ben will redo budget sheets as a Google doc in consultation with town administrator, Bob and share with committee. He and Bob will have editing privileges.

4. Public Comments Section

- a. Questions about Sr Ctr accounting and expenses – this is run through the Shelburne Town offices since that's where it's located (Marilyn Kelsey)

5. Motion to adjourn at 9:10 pm, Karen motions, Raymond seconds, unanimously approved at 9:07pm

Respectfully submitted by Karen Blom

Next Meetings – Monday March 4th, Buckland Public Library, 7pm
Monday, March 11, Buckland Town Hall, 7pm

