

**Finance Committee
Town of Buckland
Minutes of Meeting
September 19, 2022**

This meeting is being conducted remotely in accordance with the provisions of the Governor's March 12, 2020, Executive Order Suspending Certain Provisions of the Open Meeting Law.

Minutes taken by Bruce Lessels

Present:

Finance Committee: Larry Langford, Dena Wilmore, Bruce Lessels, Bob Dean, Paula Consolo
Town of Buckland: Heather Butler, Town Administrator, Cara Leach, Treasurer

The meeting was called to order by Chair Langford at 6:00 pm

Agenda -

Hear from Heather about what we should expect for the coming year

Get calendar and liaison assignments straight

Work with the planning tools we have

What to expect for the coming year

Heather let us know that, so far there are no surprises. Cara Leach, the new Treasurer, is joining our meeting as an observer. Selectboard voted at their last meeting to sign a 3 year bond for \$23,600 to cover the balance of the Nilman Road project. Cara got this done before September 30 so it doesn't hit our free cash.

The MVP grant (Clesson Brook project) is an ongoing watershed study that will go past September 30 so that will decrease our free cash by about \$13,000. We'll get that amount back in free cash in the next fiscal year.

Update on Conway Street sidewalk. Heather met with DOT and the engineers. The responsibility/liability is with the town even though the portion of sidewalk was added to the project last minute by DOT. Fix could cost between \$500,000 and \$1.7 million. To date we haven't touched the \$800,000 retainage on this project, so we're hoping for no other curveballs and that DOT will share the cost of the sidewalk fix through the contingency.

Calendar and assignments

The Finance Committee handbook is in the Google drive. We updated phone numbers and emails. We went over the calendar of deliverables and the timeline to annual town meeting. We will meet next on October 17. We came up with the meeting schedule through June and town

meeting. Larry and Heather will work with department heads to come up with a Saturday in February when they can meet with the whole committee.

Invite dept heads that have significant capital requests to come in early (November or December).

Bob Dean moved to reappoint Larry Langford as Chair for the coming year. Dena Wilmore seconded. Unanimously approved.

Bruce Lessels will continue as Recorder.

Discussion about selectmen deciding that online posting of meetings can take the place of paper posting. We agreed that would be ideal, but some committee chairs are not facile with posting. Dena will discuss this with the town clerk in hopes that we can move postings online.

Paula and Larry will work together as Data Managers.

We went over liaison assignments and what is expected from liaisons per the handbook.

Planning tools from the Collins Institute

Folder in the Google drive called Collins Financial Planning Tools. Larry explained how the four folders under this master folder work.

Bob brought up the use of Google docs outside of a posted meeting. This may constitute a meeting if we create individual models and then save them back to the shared folder. We each are free to work with planning tools individually or with one other person but not with more than one other person. Heather will ask the attorney general's office about this.

We'll try having two pairs of committee members collaborate between meetings and then share their work at the next posted meeting.

No other business

Bob moved to adjourn at 7:08 pm, Dena seconded. Unanimously approved.