

CHARLEMONT TOWN HALL

Minutes of the Finance Committee Meeting – By Teleconference

February 9, 2021

Present: Finance Committee - Rich Filoramo, Amy Wales, Lynn Hathaway, Jay Healy, Ron Smith

Also present: Marguerite Willis, Sarah Reynolds, Frank Mooney, Tony Walker

1. The meeting was called to order by the Chair, Rich Filoramo, at 3:04 p.m.
2. The minutes of the November 13, 2020 meeting were reviewed and approved.
3. Town Administrator Sarah Reynolds gave an update on her recent activities:
 - a. After checking Town finances, she stated the Stabilization Fund balance was \$313,567.44.
 - b. Free Cash balance was \$312,052.
 - c. There are 2 more loan payments on the Highway loader to be made.
 - d. 3 more loan payments for the Rescue Truck are left.
 - e. On the FY 2022 Budget Worksheet, Line #'s 116 and 117 can be removed, as the loans for FY 18 Hwy Truck/Fire Air Packs Principal, and the FY 18 Hwy Truck/Fire Equip Interest Long-Term Debt have been paid off.
 - f. The estimated receipts on the Cherry Sheet are down, from \$338,989 to \$336,802.
 - g. The State-owned land value increased because they added a parcel near Catamount, but we get no revenue from that.
 - h. The solar field on T Street is still under construction, so we shall not receive any revenue from that until it is up and operating.
 - i. Jay Healy is working on a possible hosting adventure at his farm, but he has run into some roadblocks with State Regulations. If approved, it would be a source of Town tax revenue.
 - j. The Rooms Tax for the Town is doing well, but the Meals Tax has decreased.
 - k. We are applying for a grant to purchase an ambulance. Marguerite reported we expect to have an answer in March 2021.
 - l. Marguerite added that they are also looking at a couple of other grants. One is a "Succession Grant", as we know of at least one retirement; and a grant to redo the email system.
 - m. Sarah and Marguerite attended a webinar to learn about the State's "One Stop" grant application process, which seems to be an improvement in the whole grant process.
4. Omnibus Budget Review: Rich stated that there was not much we can do at this time, as we need to meet with the Department Heads to get more information.
5. There was discussion about getting the Capital Planning Committee up and running. Tony Walker is awaiting appointment by Charlotte Dewey. She has been contacted, and has yet to respond. Tony offered to call her as soon as he gets her phone number.
6. There was discussion as to when our next meeting should be, and should it be with the SelectBoard, Finance Committee and CPC together, or what? Sarah said she has received information back from the Capital Requests letter to the Departments from the Highway Department. Ambulance has only the ambulance as a request, and is waiting for the grant. Fire is also looking for a grant for a fire truck, and Sarah said they can apply using the same grant

being used for the ambulance. Sarah has sent us an updated spreadsheet for the Capital requests, and it reflects the latest information we have.

7. It was agreed that the Finance Committee and SelectBoard would meet with the Department Heads. The CPC, when it gets a quorum, would meet, select a Chair, and make its final capital recommendations for the Town. It was also strongly recommended that the ATM be moved to the middle of June, to give us more time to finalize the budget.
8. It was agreed that the next few meetings will take place every other Wednesday at 3:30 p.m., starting with February 17, and as far into March as necessary to complete the budget process.
9. Rich Filoramo wants Carlene Hayden's position title and job description discussed at the March 17 meeting.
10. The meeting was adjourned at 3:56 p.m.

Respectfully submitted,

Ronald Smith

Documents viewed:

Capital Planning Committee Request Worksheet

Draft FY 2022 Budget Worksheet

This document is a draft until approved by the Finance Committee.