CHARLEMONT FINANCE COMMITTEE MEETING – CHARLEMONT TOWN HALL

(Joint Meeting with Charlemont Board of Selectmen)

September 16, 2016

Members Present: Finance Committee - Lynn Hathaway, Rich Filoramo, Amy Wales, Ron Smith; SelectBoard - Toby Gould, Beth Bandy

1. The meeting was called to order at 8:32 a.m.
2. Justin Cole, the Charlemont Accountant, was present to answer questions concerning the audit report form Scanlon & Associates, as was discussed at the Joint Meeting of the Finance Committee and SelectBoard on August 3, 2016, and reported in the minutes of that meeting:
   a) Ambulance services billing: there are two types of accounts – Agency Fund and Town General Account. Money from the Agency Account needs to be transferred into the General Fund, but how much? The auditors need to decide.
   b) Veterans Account: There is a 75% reimbursement rate. We need to create our own account, and Justin will do it.
   c) Retiree Health Benefits: responsibility of the last place worked. It's not an issue in our town right now.
   d) Agency Account balances: deficit balances? Revenue might have gone to General Fund instead of proper agency account. Free Cash would cover any deficits. We should identify now which deficits there are and deal with them.
3. Broadband Issue: Bob Handsaker reported on meetings he has had. MBI seems to be pushing the "Leveritt Plan". Our local committee is reviewing options and drafting a plan.
4. 2018 FY Budget Kickoff: we need members for the Capital Improvement Planning Committee. We also need departmental requests earlier than last year. Would like to have information ready for review by February 1. Letters to the departments should be sent out on December 1. The school officials should be invited to the October 21, 2016 Finance Committee/SelectBoard Meeting.
5. The minutes of the August 3, 2016 meeting were reviewed, approved and signed.
6. Transfer Station Financials: procedure/costs with cash, receipts, bags, recycling being reviewed. What should the shared cost with Shelburne be? Should meet with Shelburne. Lynn being will provide figures for the next meeting.
7. Audit: when should the next one be? We should go out to bid for an audit firm in the fall of 2017. Let Kathy Reynolds know.
8. There will be an All Boards Meeting on September 22, 2016.
9. The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Ronald Smith

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