

CHARLEMONT SELECT BOARD MEETING – CHARLEMONT TOWN HALL

(Joint Meeting with Charlemont Finance Committee)

February 18, 2017

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

Also in attendance: Peg Dean, Town Administrator

1. The meeting was called to order at 8:30 am. by the Chair, Rich Filoramo.
2. Doug Annear appeared to discuss his department budget. He requested increases in Building Maintenance, Radio Maintenance, and Contracted Services, and a very slight increase in Fire Equipment/Replacement. He said he disagreed with the priorities for capital equipment that were set by the Capital Improvement Committee (CIC), and so he will send a memo to them asking for another meeting.
3. Dana Johnson appeared to discuss the Ambulance Budget. Dana mentioned that a new communications system will be installed at some time at a cost of \$20 million, to be shared among towns. FRCOG will own it, and it will be a separate line item. His operating budget request is for level funding. The Billing Clerk is not needed, and should be eliminated from the budget sheet. Their calls are up. Licensing and inspection are due this year.
4. Jerry DuPree appeared to discuss the Memorial Park Budget. He said they always seem to come up \$500 short to complete the mowing. That's why they asked for the \$500 budget increase. He was informed that it might be better to pay the shortages through transfer from the Reserve Fund in June or July. He also might want to look into contract bidding.
5. Property and Casualty and Public Officials Insurance – increase of 2 ½ %. Amounts were adjusted and rounded up on the worksheet.
6. The Board of Selectmen's Budget was reviewed. The Cost of Living increase is .3%.
7. A person representing the Hawlemont School Committee appeared to say that they are presenting a 0% increase operating budget.
8. Audit Quotes: Three bids were received – a low, middle and high. Toby Gould moved that Scanlon's bid be accepted. The motion was seconded and passed.
9. Vacation Request for Kathy Reynolds: motion by Beth Bandy to approve. Motion was seconded and passed.
10. The recommendations from the Capital Improvement Committee (CIC) were reviewed. There was some discussion as to whether or not the Town would approve such large expenditures for next year. It was decided that there needs to be a discussion with the Town about its priorities, and how and when should we finance our capital needs, if we want to continue with our services. The CIC will meet with the Finance Committee/SelectBoard at their next meeting.

11. Accountant Justin Cole appeared to discuss his budget suggestions he outlined in a memo dated January 18, 2017.
 - a. Collector's budget: Lynn should be paid at the same rate for work she does for the Sewer Commission as she gets for her other Town duties. She now receives \$14.90 from the Sewer Commission, much less than she receives for the Town work. A meeting should be set up with the Sewer Commission to negotiate the rate. Lynn will supply a breakdown of her expenses.
 - b. Ambulance Billing: need a line item for this – not in "Contracted Services". Budget it at \$6,000.
 - c. Custodial Personnel: should have payroll accounts for them. Justin will create the account numbers.
 - d. Fire Inspection: should be a Revolving Account.
 - e. Free Cash? He is "close to a number". Give him 30 days.
 - f. Revolving Fund Accounts – Justin needs to send us a list of those in existence, so we can review them. If they get closed out, the balance can be added to Free Cash. The Committees request them by February 24th.
12. Next Meeting: Friday, March 3, 2017, 8:30 am.
13. The Finance Committee meeting was adjourned at 11:00 am. (The Select Board continued to meet.)
14. The Select Board discussed other items and adjourned by 11:15am.

Respectfully submitted,

Ronald Smith, adopted for the Select Board by Peg Dean

Draft minutes until approved by the Select Board

Documents reviewed:

- Fire Department Budget Sheet
- Ambulance Budget Sheet
- Memorial Park Budget Sheet
- Board of Selectmen Budget Sheets
- Audit Reference Information
- CIC Memo and recommendations
- FY 2017 Worksheet