

April 27, 2023

**Minutes**

Finance Committee Members in attendance: Ben Thomas, Chair, Karen Dunn, Clerk, Stephen Steele, Erica Liu, Abigail Seibert and Ron O'Brien

Others in attendance: David Castellarin, (Finance Director);

Chair Thomas calls the meeting to order at 7:00 pm.

Reads Remote Meeting Guidelines

Calls the Roll of Committee Members in attendance.

**I. REGULAR BUSINESS**

**1. Public Comment**

None

**2. Review/Approve Minutes**

Chair Thomas asks for any comments on the Minutes for November 10, 2022.

None offered.

Motion to approve the Minutes for November 10, 2022 by Member Steele.

Second by Member Seibert.

Roll call of members in attendance.

Vote: 5-0-1

Motion carries

Chair Thomas asks for comments on Minutes for November 17, 2022.

None offered.

Motion to approve the Minutes for November 17, 2022 by Member Steele.

Second by Member Seibert.

Roll call of members in attendance.

Vote: 5-0-1

Motion carries

Chair Thomas asks for comments on Minutes for December 1, 2022.

None offered.

Motion to approve the Minutes for December 1, 2022 by Member Steele.

Second by Member Seibert.

Roll call of members in attendance.

Vote: 5-0-1

Motion carries

Chair Thomas asks for comments on Minutes for March 27, 2023.

None offered.

Motion to approve the Minutes for March 27, 2023 by Member Karen Dunn.

Second by Member Seibert.

Roll call of members in attendance.

Vote: 6-0-0

Motion carries

### **3. Reserve Fund Transfer Vote – Snow and Ice**

Chair Thomas explains Reserve Funds Transfers and their use.

Mr. Castellarin explains why this is done and why in this way. Refers to the formal written request and explains why the Amount Requested is listed as “Not to Exceed \$175,000.” Also refers to the “Reason for expenditure” paragraph.

Chair Thomas discusses the formal request form. States that he would like additional facts in support.

Members have general discussion of the request.

Chair Thomas asks if the Members want to vote on this.

Motion to allow this request in an amount not to exceed \$175,000 as contained in the formal Request Form.

Second by Member Steele.

Roll call of Members in attendance.

Vote: 6-0-0

Motion carries.

#### **4. Town Meeting Recap**

Chair Thomas notes that the Committee reviews what occurs at the most recent Town Meeting with respect to Finance Committee presentations.

Member Seibert comments on the manner in which questions were answered.

Members have general discussion as to how well they felt the Committee presentations were offered and seemingly received by Town Meeting attendees.

#### **5. Budget Process**

Chair Thomas suggests that the Committee begin this process earlier than has been done recently.

Member Steele suggests that the Committee consider the two largest budgets first.

Chair Thomas and Members review and discuss the draft Meeting Schedule for 2023-2024.

Mr. Castellarin discusses Guideline date for September, 2023.

Mr. Castellarin also discusses possible software for preparation of the budget.

Chair Thomas discusses Guideline date for September.

Mr. Castellarin discusses scheduling. Suggests time frame for Guideline discussions. Suggests September 28 for publishing Guideline.

Members discuss in general time frame for discussing various budgets.

## **II. RECURING BUSINESS**

### **1. Meetings Attended**

Chair Thomas discusses attending two Select Board meetings. Issues discussed included review of the Waste contract, voting the trash contract, discussing playground issues, discussing Fire Department records management, discussing an update from DPW on the Road Index, discussing the Shawsheen well and discussing the Cemetery extension project.

Chair Thomas also notes that the Town received a stable AAA rating.

Also notes discussion of interest rates.

### **2. Finance Committee Adjourns**

Motion to adjourn by Member Steele.

Second by Member Seibert

Roll call of Members in attendance.

Vote: 6-0-0

Motion carries.

**Time: 8:33 PM**

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John B. Connarton  
Recording Secretary

## **DOCUMENT LIST**

Agenda for April 27, 2023 Meeting

Minutes for Finance Committee Meeting for November 10, 2022

Minutes for Finance Committee Meeting for November 17, 2022

Minutes for Finance Committee Meeting for December 1, 2022

Annual Town Meeting Warrant 2023

FY24 Model – 03.09.23(2)