

Shutesbury Finance Committee Meeting Minutes
Tuesday, November 24, 2015, Town Hall, 7pm

Members Present: Weezie Houle (via phone), Gary Hirshfield, Eric Stocker, George Arvanitis Jim Walton and Al Hanson **Members Absent:** none **Visitors:** Becky Torres, Tom Harding

1. Meeting called to order at 7:05pm.
2. Fire Chief is unable to attend.
3. Tom Harding, presented the Police budget
 - a. No capital request for FY 2017, expect to replace a cruiser in FY 2018
 - b. Central dispatch is rolling out a new record keeping and communications system:
 - i. It will enable all region's communities to electronically log cases and events eliminating the need to do produce paper logs
 - ii. The system will connect all communities and make all towns' records accessible to each community
 - iii. It's expected to take 18 months to roll out with larger communities being connected first
 - iv. The new system will require an annual license payment of \$1,800 for the record management software. This will not be charged during the rollout period. The Fire Dept. does not have to pay for the software either, to keep track of records, calls, FAX from dispatch.
 - v. There is a radio in the school that connects directly to the Shutesbury Police.
 - c. Sean Sawicki will complete the academy in Feb. 2016.
 - d. Painting and carpet replacing in the police office is in process.
 - e. FAX machine is having issues. The FAX is on a copper wire. Phone is all Voice Over Internet Protocol (VOIP). You can't use FAX with VOIP. Tom will get a quote from a licensed class 2 technician to look at the wiring to see if it is an inside wiring issue or outside, (in which case we try to get Verizon to deal with it).
4. Approved the Minutes from November 10, 2015 as amended.
5. Reviewed the Wired West Financing spreadsheet demonstrates how it may be financially advantageous to use BANs for the first ten or fifteen years instead of going for a 20 year note.
6. Committee Reports
 - a. School Committee – Weezie – The new union 28 Finance Mgr. is coordinating the Food Service heads and trying to get them more support for their data submissions. He is doing the same thing for the secretarial staff.
 - b. CPC Report - Al Hanson – CPA process is underway
 - c. Personnel Committee - George Arvanitis – none
 - d. Motion passed unanimously to approve a transfer for \$1,745 from Fin Comm Reserves to Highway Superintendent Salary line.
 - e. Broadband – Eric and Becky - There is a new draft of the operating agreement to be reviewed next week. The board met in Tolland last Saturday. 9 of WW used a same firm to review the agreement. There was more discussion and that sent it into a new draft.
7. Town Finance Computer Hacking report:
 - a. Becky let us know that all the data has been input but it has not been reconciled. They are more than half way to finishing. Hopefully by the end of the year. Gail's been working on the

- recap and it is going to the Select board on Dec. 1. The new tax rate will be \$.50 higher than last year, but not final at this point. Free cash certification will happen after the recap.
- b. There is now automatic backups scheduled for every Dept head and all of the Finance staff computers.
 - c. Becky went to a Small Town Administrator's meeting. She is going to get some computer security support from Tim, another Town Administrator, who spoke at the meeting.
8. The Solar project: Lots of hearings. A decision hasn't been made and a permit hasn't been issued. There will be more meetings. Our legal bills for this are averaging about \$1,000 per month. Becky earmarked and rolled forward \$5,000 from FY15 to help fund this item. We expect to need more from Fin Comm Reserves later in the year.
 9. Fire Station Gasoline Clean Up Project – Current readings are indicating lower levels, that the gas is dissipating; the old hot spot has been reduced to a warm spot.
 10. Walter Tibbetts, Fire Dept, Rescheduled to Dec. 22nd at 7:15pm
 11. Reviewed Gary's prepared work for the Dec. 5 meeting. We discussed our position, our goals, our approach, and other relevant topics for over an hour.
 12. Signed the Transfer paperwork for the transfer from Finance Committee Reserves to the Highway Superintendents Salary line item.
 13. Meeting adjourned 9:56pm
 14. Next Meetings:
 - a. December 5, 2015, 9am, Regional Assessment Four Town Mtg., Middle School
 - b. December 8, 2015, 7pm – Tim Hunting, Highway, 7:15pm; Library, Mary Ann, 7:45
 - c. December 22, 2015, 7pm – Walter Tibbetts, Fire Dept, 7:15
 - d. January 5, 2016, 7pm – School Committee & Selectboard, 7:15pm
 - e. January 19, 2016, 7pm – Financial Dept Heads, Assessors, 7:15pm
 - f. February 9, 2016, 7pm – Amherst Regional Budget Planning, 7:15pm
 - g. February 23, 2016, 7pm – Capital Planning, 7:15pm; Tax Collector, 7:45pm
 - h. March 8, 2016, 7pm – Personnel Board, 7:15pm
 - i. March 22, 2016, 7pm – No Dept scheduled
 - j. April 5, 2016, 7pm – Final Budget, Warrant voting
 - k. April 19, 2016, 7pm – Town Meeting prep
 - l. May 7, 2016, 9am (Annual Town Meeting)