

**Shutesbury Finance Committee Minutes**  
**Ju3y 13, 2017 - Shutesbury Town Hall, 7pm**

**Members Present:** Eric Stocker, Elaine Puleo, Bob Groves, Jim Hemingway, George Arvanitis and Jim Walton **Members Absent:** Weezie Houle **Non-Members present:** Becky Torres, Mike Vinsky

- 1) Approved the minutes of June 15, 2017, as amended
- 2) School sidewalks. Currently preparing info for bids
  - a) Bob recommends that we scan site plan and construction drawings. Estimated cost \$150. \$500 to print all. Would like copies of roof and floor plans. Recommend using building renovations account.
  - b) Discussed replacing the whole stretch of sidewalk or remove & replace the damaged sections. Include salt protection on cement.
  - c) Franklin county building inspector said no need for permit or problem with ramps for ADA.
  - d) Concern for completing before school is in session
  - e) Allowed to specify in bid price for all or for some
- 3) Police Staffing
  - a) Had 138 hours coverage with Full Time Officers (FT)
  - b) Selectboard (SB) and Police Chief met to discuss options for staffing. Narrowed to:
    1. Preferred to replace FT position - 136 hours coverage
    2. Increase a Part Time Officer (PT) from 8 to 24 hours per week which can be done immediately - 112 hours coverage
    3. Alts all fall in budget, 112 hours is \$30k less cost
    4. SB recommends increase PT for now and continue search for FT
    5. Police contract up for negotiations in FY 18, will have implications for FY 19
- 4) FinCom Email monitoring has been assigned to Elaine Puleo
- 5) Paving projects need to be reviewed. Determined that Capital Planning Committee needs to meet with the Paving Consultant and Highway Chief to determine needs
- 6) End of year account short fall transfers recommended to:
  1. Selectboard Secretary - \$101.97
  2. Administrative Assistant Support - \$335.56
  3. Buildings/Telephone - \$1,353.06
  4. Highway Uniform Service - \$480.06
  5. Snow Removal Expense - \$16,837.71
  6. Police Chief Salary - \$2,477.52
  7. Police Wages - \$8,916.05
  8. Building Inspection - \$500.00
  9. Highway Tools - \$6,000.00
  10. FinCom approved transferring \$37,001.93 from the Finance Committee Reserve fund
- 7) Reviewed the meeting with the FRCG consultant:
  1. Will produce documents for policy, process & related info for:
    - Capital Planning (CP)
    - Financial and budget
    - SB policy manual
    - We will send a building committee policy and make a recommendation
    - Recommended manuals will be reviewed by FinCom, CP and SB for final approval
  2. Discussed the current capital planning process
  3. Plan to make all docs available on the web
- 8) Committee Reports:

- a) Broadband.
  - Pole surveys are complete
  - Send applications for Pole work
  - Received the 360k from MBI
  - Town will need \$587 by Aug, borrowed some of the funds through September
  - Analyzing Wired West agreement and preparing a proposal for other ISPs
  - Shutesbury MLP is working with Whip City to develop the system design. Looking at options in case Whip City is not attractive
  - FinCom needs to meet with BB com to discuss financing
- b) Regional Assessment Working Group
  - 1. Hired consultant to review and recommend a new formula
  - 2. Will send the invite to next meet
- c) Personnel Board
  - 1. Reviewing performance reviews
  - 2. Police union contract up for renewal in FY 18

9) Meeting adjourned at 9:15pm

10) Next meeting: Thursday, August 31, 2017