

**Shutesbury Finance Committee Minutes**  
**Tuesday, January 10, 2012, 6:30pm**

**Members Present:** Lori Tuominen, Eric Stocker, Weezie Houle, Al Hanson, Rus Wilson, George Arvanitis and Gary Hirshfield; **Members Absent:**; **Visitors Present:** Becky Torres, Ken Holmberg

- 1) Meeting called to order at 6:30pm.
  - 2) **Ken Holmberg, the Tax Assessor**
    - a) He is coming to see us to get a Finance Committee Reserve fund transfer to update our GIS data. Earlier this year they got an updated GIS which was better than the previous system. Updating was paid for by the state. They had a federal grant given to the state. What they would like to do is to update further so they don't have to update on paper. The cost to get the GIS into digital form is a onetime fee of \$2,550. Transfers all the dimension of each parcel into the digital GIS maps that will be available on the web and in house. It will improve what they have so they can get started this fiscal year. Changing data will be part of the maintenance. It usually runs about \$600 per year. In addition to maintaining the GIS data it will maintain the GIS software they have in house.
    - b) The other part of the request is to webhost their data so they can limit how much access is given. It should engender trust. The webhosting would cost \$1,900 per year.
    - c) They provide assessors card data to residents.
    - d) Demo on MainStreetGIS website.
    - e) **Vote taken** to transfer \$2,550 from the Finance Committee Reserve to the Assessors Expenses for the implementation of a digital GIS dimension data upgrade (onetime fee). **Passed unanimously.**
  - 3) **Gabe Volker, Town Treasurer** submitted 2 requests to create and fund permanent trust funds in the FY13 budget.
    - a) **First request:** \$15,000 to fund the Unemployment Trust Fund, a \$1,000 increase over last year, for the next 3 or 4 years. The goal is to get this fund up to \$60,000. This is to cover our self-insured unemployment benefits. You want to get to a point where you don't have to fund it at all. George suggested that we fund unemployment in the budget for \$5,000 and transfer Free Cash to jump start the fund. The objective of getting it out of Free Cash is to get it into a dedicated fund. It was suggested to leave the \$14,000 in the line item in the budget **and** transfer \$15,000 from free cash to start the fund. We will discuss this further as we get further into the budget process.
    - b) **Second request:** \$50,000 to fund the GASB 45 (OPEB) by creating an Post-Employment Benefits Liability Trust Fund." Health insurance benefits. There are enough leftover funds to pay for the actuarial this year, though it will probably not happen until this summer. It will not be done by Town Meeting. DOR mandates the update of our actuarial every 3 years.
    - c) One big question is at what point does the self-funding of the retiree health insurance and the funding of the OPEB fund intersect.
    - d) Gabe stated, "I never implied that we need to fund this all in one year. That was a misquote."
  - 4) Approve minutes of December 13, 2011 and January 3, 2012 as amended.
  - 5) Signed the Finance Committee transfer for Assessor's onetime request.
  - 6) Finance Committee reserve was funded at \$72,000 and we have spent \$8,050 leaving \$63,950.
  - 7) Lori Tuominen will be away until July. She can remote into meetings.
  - 8) Future agenda items:
    - a) IT backups
    - b) Assessors request for web hosting
    - c) Review FY13 budget
    - d) Review Expense Report
    - e) Review the proposed Cherry Sheets from MMA Annual Meeting
  - 9) Next Meetings:
    - a) January 24, 2012, 7pm
    - b) February 7, 2011, 7pm
  - 10) Adjourned at 8:15pm
- Respectfully submitted, *Weezie Houle*