

**Shutesbury Finance Committee**  
**Tuesday, September 22, 2020, Virtual (Zoom) Meeting**

Members Present: Jim Hemingway, Ajay Khashu, Jim Walton, Susie Mosher, George Arvanitis, Bob Groves

Members Absent: Melody Chartier

Non-Members present: Becky Torres, Leslie Luchonok, Mike Vinskey

7:02pm Call to Order.

- 1) Discussion of 7/21/2020 minutes. BG has reviewed the recording of the meeting to add additional quotes. SM asks that the minutes reflect that there were various viewpoints raised regarding the option of putting available MLP funds back into Capital Stabilization. Request to include the following language: *“The MLP, Finance Committee and Select board discussed the reasons why money could be put back into Capital Stabilization.”* **Motion to approve 7/21/2020 minutes as amended passes with 1 no vote (JH).** AK abstains.
- 2) **Motion to approve 9/8/2020 minutes passes unanimously.** BG abstains.
- 3) Committee reviews draft budget request letter.
  - BG recommends a change to the budget review process: Have departments submit their budget requests enough in advance to allow the committee to discuss before the Department head meets with the FinCom.
  - GA suggests that BT share all budget forms (or all that are available) by the end of October. That way FinCom members will have more than enough time to review and discuss during meetings.
  - **Motion to accept budget request letter and form as modified passes unanimously (BG abstains).**
- 4) Department Budget Review Scheduling.
  - See below for tentative budget review calendar.
- 5) BT walks committee members through a budget forecasting tool. The tool assumes 2.5% annual increases in revenue and expenses. This is meant to be a starting point for discussion and planning. There is no expectation that our actual budgets will have these amounts.
  - This will be a valuable tool for the committee to revisit as we receive further information from the State or when we discuss upcoming large capital projects.
- 6) Capital Plan Process
  - Meeting scheduled to discuss the Capital plan (10/20).
  - BT shares a historical sheet of capital requests going back to FY13 (see attached).
  - A list of long-term anticipated capital requests is being updated. Will be shared with committee in advance of the 10/20 meeting for committee members to discuss.
- 7) Discussion of September 18th expense report.

8) School Update

- Region may request some of Shutesbury’s CARES Act funding for PPE. Still waiting for details from the Region’s finance director.
- Union 28 contract negotiations are underway. More news to come.

9) Next Meeting

- October 6 – Regional School Assessment methodology, Review OPEB

Meeting adjourned at 9:04 PM

**Tentative Budget Review Calendar**

Select Board (tbd)	Proposed Meeting Dates Finance Committee	Agenda
9/3/20	9/8/20	
9/15/20	9/22/20	
9/29/20	10/6/20	Regional School Assessment methodology, Review OPEB Audit
10/13/20	10/20/20	Review Capital Plan
10/27/20		
<b>11/10/20</b>	<b>11/10/20</b>	Review Projections, State Budget updates with Selectboard
	11/17/20	Highway 7:15pm, Prep for 4 Town Meeting
		4 Town Meeting Regional Assessment and Budget
11/24/20	12/1/20	Police Chief 7:15pm, Assessor
12/8/20	12/15/20	Fire Chief 7:15pm, Library 7:15pm
12/22/20	12/29/20	
1/5/21	1/12/21	School Committee Preliminary Budget -SES and SB
1/19/21	1/26/21	Assessor, Collector
2/2/21	2/9/21	Treasurer, Accountant
	2/23/21	Broadband MLP Budget
<b>3/2/21</b>	<b>3/2/21</b>	Personnel Discussion
3/2/21	3/9/21	Reschedule Date
3/16/21	3/23/21	Capital Planning - Final
<b>3/30/21</b>	<b>3/30/21</b>	Final Review with Selectboard
4/13/21	4/6/21	Town Meeting Warrants
	4/20/21	Tentative
	4/24/21	Town Meeting

**Attachment A: Final Budget Request Letter**

**TOWN of SHUTESBURY  
BUDGET REQUEST FOR FY22**

To: Department Heads and Committee Chairpersons:

The Finance Committee is beginning the process of developing the budget for FY22. We commend departments again for minimizing expenses. The Finance Committee appreciates your efforts in this time of great uncertainty. The impact of COVID is far reaching. Instituting social distancing results in dramatic changes in how the schools, town hall and library operate. Our safety personnel require new practices, equipment and protective gear. This has been a dramatic and challenging year for everyone and the end is not in sight.

With the state aid to the town fully funded and tax collection revenues staying strong the town has been able to maintain services by maintaining current budget levels. COVID aid money allowed the town to hold an outdoor Annual Town Meeting with large and small tents, port-a-potties and all appropriate sanitizers, PPE, shields and tents for the election.

Financial planning creating healthy reserves put the town in the unprecedented position of budgeting a one-year tax break for tax payers for this year. To help fund this tax break a number of municipal projects and accounts have been closed so our reserves continue to stay healthy as we face the operating and fiscal challenges ahead.

We are asking you to present a level service budget for your department this year. Annual Town Meeting continues to support the services provided for in the budget with the caveat that there may be unanticipated changes as we move through the year. This is our starting point. Please think through potential cuts to your department in case the town's financial situation deteriorates.

The state has not even set their budget for this year. The unknowns remain large.

Attached is the FY22 Budget Request form and schedule of meeting dates. Please review the financial needs required for your department to maintain the current level of services you provide. Make note of changes that will cause a significant increase or decrease, from your FY21 budget. The Budget Request form has a section to note any capital requests. Your full application for capital items must go to the Capital Planning Committee.

If you are a small department that is not on the budget schedule, but have budgetary concerns or requests for changes to your budget, please contact the Finance Committee to schedule meeting with the committee.

Please email your Budget Request forms and confirm your availability on your designated date, to [townadmin@shutesbury.org](mailto:townadmin@shutesbury.org), by the end of October.

We look forward to meeting with you and working together to craft the FY22 Budget.

Thank you for your assistance.

Shutesbury Finance Committee:

Jim Walton  
Jim Hemingway  
Bob Groves  
Ajay Khashu  
Susie Mosher  
George Arvanitis  
Melody Chartier



# Attachment C: Chronology of Capital Requests

## Capital Planning Committee Recommendation

June 16, 2020

	Requested	Approved	
<b>FY013</b>			
Highway 5/4 ton truck replace 1996 vehicle	60,000	60,000	Funding from Free Cash
Library Building Fund	25,000	13,000	Funding raised and appropriated within the budget
Fire Department Equipment	32,000	25,000	Funding to be raised and appropriated within the budget
<b>Total</b>	<b>117,000</b>	<b>98,000</b>	<b>Total Funding</b>
<b>FY014</b>			
Highway Front End Loader	140,000	140,000	Funding from Free Cash
Library Building Fund	25,000	25,000	Funding raised and appropriated within the budget
Fire Department Equipment	4,500	4,500	Funding raised and appropriated within the budget
Building Repair Fund	20,000	20,000	Funding from Free Cash
<b>Total</b>	<b>189,500</b>	<b>189,500</b>	<b>Total Funding</b>
<b>FY15</b>			
Fire Truck - Pumper/Tanker- replacing 27 year old Truck	434,000	434,000	Capital Planning Com/Fincom recommends borrowing
Library Building Fund	25,000	25,000	Capital Planning Com/Fincom recommends raise&appropriate
Highway Pickup Truck-replacing 1999	44,000	44,000	Capital Planning Com/Fincom recommends CapStabilization
Police Department new cruiser -replacing 2008	36,000	36,000	Capital Planning Com/Fincom recommends CapStabilization
Water Resource Com - Test Wells	30,000	30,000	Capital Planning Committee/Fincom recommends Free Cash
Town Hall Internet Fiber Cabling/Phone System	6,590	6,590	Capital Planning Com/Fincom recommends raise&appropriate
<b>Total</b>	<b>575,590</b>	<b>575,590</b>	<b>Total Funding</b>
<b>FY16</b>			
Regional Broadband Network	1,693,200.00	1,693,200.00	SBBCom, Capital Planning Com/Fincom recommends borrowing
Rubber Flooring for the Elementary School Hallways	25,000.00	25,000.00	Capital Planning Committee/Fincom recommends Free Cash
Library Building Fund	25,000.00	25,000.00	Capital Planning Com/Fincom recommends raise&appropriate
Highway Mower	17,500.00	17,500.00	Capital Planning Committee/Fincom recommends Free Cash
Police SUV Cruiser	36,000.00	36,000.00	Capital Planning Committee/Fincom recommends Free Cash
<b>Total</b>	<b>1,796,700.00</b>	<b>1,796,700.00</b>	<b>Total Funding</b>
<b>FY17</b>			
Library Building Fund	25,000.00	25,000.00	Capital Planning Com/Fincom recommends raise&appropriate
Building Committee Construction/Repair Fund	25,000.00	25,000.00	Capital Planning Com/Fincom recommends raise&appropriate
Highway Dump Truck	192,000.00	192,000.00	Capital Planning Com/Fincom recommends borrow & available funds
<b>Total</b>	<b>242,000.00</b>	<b>242,000.00</b>	
<b>FY18</b>			
Library Building Fund	25,000.00	25,000.00	Capital Planning Com/Fincom recommends raise&appropriate
Building Committee Construction/Repair Fund	25,000.00	25,000.00	Capital Planning Com/Fincom recommends free cash
SES-New Flooring in Classrooms	25,020.00	25,020.00	Capital Planning Com/Fincom recommends free cash
SES-New Sidewalks	35,000.00	35,000.00	Capital Planning Com/Fincom recommends free cash
Paving of Fire Dept	25,000.00	25,000.00	Capital Planning Com/Fincom recommends free cash
<b>Total</b>	<b>135,020.00</b>	<b>135,020.00</b>	
<b>FY19</b>			
Library Building Fund	25,000.00	25,000.00	Capital Planning Com/Fincom recommends raise&appropriate
Town Hall Roof Replacement	34,000.00	34,000.00	Capital Planning Com/Fincom recommends free cash
Police Cruiser to replace Chiefs 2011 Crown Vic	38,000.00	38,000.00	Capital Planning Com/Fincom recommends free cash
Highway Boom Mower Tractor	75,000.00	75,000.00	Capital Planning Com/Fincom recommends free cash
SES Playground	73,565.00	73,565.00	Capital Planning Com/Fincom recommends free cash
SES flooring for 5/6, office, music/art rooms	17,000.00	17,000.00	Capital Planning Com/Fincom recommends free cash
<b>Total</b>	<b>262,565.00</b>	<b>262,565.00</b>	
<b>FY20</b>			
Fiber Network Funds to Complete the Project/for Drop2	274,000.00	274,000.00	Capital Planning Com/Fincom recommends Capital Stabilization
Edging around the Preschool Playground	2,082.00	2,082.00	Capital Planning Com/Fincom recommends free cash
Extractor washer and hanging dryer for Fire Dept	5,699.00	5,699.00	Capital Planning Com/Fincom recommends free cash
New Chassis for the Fire Dept used rescue vehicle	64,354.00	64,354.00	Capital Planning Com/Fincom recommends Capital Stabilization
Library Building Fund	25,000.00	25,000.00	Capital Planning Com/Fincom recommends raise&appropriate
SES flooring for 5/6, office, music/art rooms	17,000.00	17,000.00	Capital Planning Com/Fincom recommends free cash
<b>Total</b>	<b>388,135.00</b>	<b>388,135.00</b>	
<b>FY21</b>			
Replace Sliding Glass Doors in SES conference room	7,200.00		Capital Planning Com/Fincom recommends Free cash
New Flooring in 5 rooms and 3 bathrooms at SES	25,000.00		Capital Planning Com/Fincom recommends free cash
Two overhead door openers for the fire station	2,700.00		Capital Planning Com/Fincom recommends free cash
Radar gun and breathalyzer for Police Dept	2,200.00		Capital Planning Com/Fincom recommends free cash
Library Building Fund	25,000.00		Capital Planning Com/Fincom recommends raise&appropriate
<b>Total</b>	<b>62,100.00</b>	<b>0.00</b>	