

**Shutesbury Finance Committee
Tuesday, July 12, 2022, Virtual (Zoom) Meeting**

Members Present: George Arvanitis, Ajay Khashu, Susie Mosher, Melody Chartier, Jim Hemingway, Bob Groves, Jim Walton
Members Absent: None
Town Administrator: Becky Torres
Non-members Present: Leslie Luchonok, Mike Vinskey

Meeting called to order at 6:32 PM

- 1) BG makes a motion to approve the minutes from 5/10 as written. JW seconds. Motion passes 7-0.**
- 2) Election of Officers**
 - a) **SM makes a motion to nominate AK for chair of the Fin Com. GA seconds. Motion passes 5-1-1.**
 - b) JH makes a motion to nominate BG for chair of the Fin Com. MC seconds. No vote needed based on prior vote.
 - c) **GA makes a motion to nominate SM for secretary of Fin Com. JW seconds. Motion passes 6-0-1.**
- 3) End of FY22 Transfers**
 - a) There are approximately 13 budget lines that were overspent for FY22. The Fin Com will need to transfer funds from reserves to reconcile these lines. The most significant overspend pertains to the Fire Department maintenance line. Prior to his retirement, the chief had some maintenance work performed on the department vehicles.
 - b) BG asks if there is a process for Department Heads to report to the Fin Com if their budget is going to be overspent by a significant amount.
 - c) SM suggests that the Fin Com make a statement or policy that asks department heads to come to the Fin Com in February if there is an expectation that budget lines are going to be overspent.
 - d) GA states that the policy should be that Department heads are not allowed to commit resources and engage vendors for services that will result in them exceeding their budget, unless they have permission of the Fin Com.
 - e) **SM makes a motion that the town transfer \$26,181.68 from Fin Com reserves to reconcile 13 budget lines that were overspent for FY22. (See attached for a list of the affected accounts). JW seconds. Motion passes unanimously 7-0.**
- 4) Regional School Guardrail concept – Fin Com rep**
 - a) Shutesbury will identify a group of 3 representatives to participate in this committee. Group will tentatively include Melissa Makepeace-O'Neill (Select Board), Dan Hayes (School Committee), and a member from the Fin Com.

- b) After discussion, it is decided that both GA and BG will represent the Fin Com on this committee.

5) Review of expense report

6) Feedback/comments review of 5/21 Annual Town Meeting

- a) BG asks GA about his comment that our free cash account is used a checking account to pay the town's bills. GA explains that he was sharing information shared by the town treasurer and collector. Topic will be revisited after we check with the Town Treasurer for clarification.

7) Finance Committee Meeting Guiding Principles

- a) Topic postponed to next meeting.

8) Committee Reports

- a) GA for Personnel Board: The Board has completed its negotiation with Police Chief. Her agreement includes some milestones tied to her acquiring additional credentials.
- b) JH for Broadband: Shift to new ISP has been delayed to September.
- c) JW for Fire Chief Search Committee: Group has held several meetings and interviewed candidates. The committee has recommended hiring current assistant chief for this position.

9) Future Meeting

- a) 8/9, 6:30 PM

Meeting adjourned at 8:42PM