

Shutesbury Finance Committee  
Tuesday, June 10, 2025 Virtual (Zoom) Meeting

Members Present: Ajay Khashu - chair, Bob Groves, Susie Mosher, Jim Hemingway and George Arvanitis Absent: April Stein and Kathy Salvador Non-Members Attending: Hayley Bolton – Town Administrator, Nettie Harrington-Pangallo – Town Moderator, Jeremy Mailloux - School Committee

Meeting called to order at 6:30 p.m.

- I. Elementary School reserve fund transfer request
  - A. \$5,695 transfer is needed to add antifreeze (Glycol) to the HVAC system
  - B. This was an expense that happens over time, but not on a regular maintenance schedule
  - C. The school expects that their FY25 budget will be completely spent
  - D. Another quote was not received for this work. The benefits of multiple bids were discussed
  - E. Discussed the town's relationship and the experiences with the company that supports the school's HVAC system, Jamrog. Hayley will reach out to other companies for comparison
  - F. Vote to transfer \$5,695 to the elementary school expense line from the Finance Committee reserve fund passed unanimously
- II. Potential Finance Committee applicants
  - A. Discussed preferred experience:
    - i. Business owner or finance and budget experience
    - ii. Non-profit or government budget experience
    - iii. Collaborative experiences such as a member of a committee
    - iv. Independent thinkers
    - v. A balanced committee is preferred. For example, the committee currently does not have a parent of an elementary school student
    - vi. Citizens should be aware of the rewards of serving the community
    - vii. Finance experience is not necessary and can provide balance the committee
  - B. A person who is considering joining had questions. The answers are:
    - i. Many times there were members who were new to town and its operation. Being on a committee provides an opportunity to integrate into the community
    - ii. It will take time (more than one year) to learn the job and new members should be patient and not be intimidated
    - iii. Workload of members on the Finance Committee:
      1. Attend FinCom meetings
      2. Each member is assigned a department to help the department develop their budget; this is not considered to be time-consuming.
      3. Some members are representatives on others committee and attend those committees' meetings
  - C. There are currently two people interested in joining the committee
  - D. There is an effort to reach out to citizens. Members of the committee should send referrals to Nettie

- E. Nettie will be responsible for choosing members from the pool of candidates, as has been the moderator's traditional role

III. Line items transfer:

- A. Reviewed the accounts that were overspent as of May 2025
- B. Reviewed the transfer requested by the accountant:

Town of Shutesbury				
Schedule of Proposed Budget Transfers - Fiscal Year 2025				
<u>Overdrawn Accounts</u>			<u>Source</u>	
<u>Code</u>	<u>Account Name</u>	<u>Amount</u>	<u>Code</u>	<u>Account Name</u>
141-5113	Assessors Clerk	\$6,100.00	141-5110	Administrative
145-5120	Treasurer Certification	\$1,000.00	145-5112	Asst Treasurer
192-5211	Buildings/Heating	\$1,500.00	141-5110	Administrative
199-5421	Office Equipment	\$1,876.00	192-5701	Equipment
210-5125	Police Longevity	\$300.00	210-5120	Chief Holiday
230-5340	Emergency Mgmt Phone	\$80.71	230-5700	Emergency
292-5700	Dog Officer Expense	\$794.51	292-5110	Dog Officer
310-5690	Amherst Pelham Regional	\$169.00	900-5710	Council of C

- C. The total amount of the transfers is \$11,820.22
- D. Vote to transfer funds from "Source of Funds" accounts to "Overdrawn Accounts" as summarized above passed unanimously

IV. Annual Town Meeting debrief:

- A. Splitting presentation duties across members worked well
- B. Having the budget meeting prior to ATM was also successful
- C. The decision to fund the Solar Litigation on a separate warrant article from the budget was well received by the community
- D. Discussed having town meetings twice a year, articles for things that need to be done before the new year and a fall meeting for all others
- E. Some towns meet over multiple nights
- F. The addition of notes on the budget was also well received by the community
- G. The informational wall displays, including the expense and revenue graphs, were very helpful
- H. Susie requested a \$32.99 reimbursement from the Finance Committee expense line for the displays. Vote to reimburse Susie passed unanimously

V. Appointment of new member to the Capital Planning Committee

- A. Need is not immediate
- B. A new committee member may be interested
- C. We will make this assignment in the new fiscal year

- VI. Four Town Fiscal Stability Planning Group
  - A. Difficult time finding an independent facilitator
  - B. The initial meeting was cancelled, but they expect to meet in June
  - C. They expect to have information to share with the community soon
- VII. Reviewed and approved the minutes of the 5/20/25 meeting, as amended
- VIII. Reviewed and approved the minutes of the 5/28/25 meeting, as amended

Next meeting is July 8 at 6:30 p.m.

Meeting adjourned at 7:55 p.m.