

Shutesbury Finance Committee Meeting Minutes
Tuesday, October 6, 2009, 7pm, Town Hall

Finance Committee Members Present: Patrick Callahan, Bill Wells, Lori Tuominen, George Arvanitis, Weezie Houle, Rus Wilson, Gary Hirshfield

Visitors: Becky Torres

1. **Meeting called to order at:** 7:06pm
2. **Approve the Minutes of:** September 1, 2009 as amended
3. **Reports from committees reps:**
 - a. **Capital Planning Committee Report:** Rus Wilson & Lori Tuominen: No report
 - b. **Community Preservation Act Report:** Bill Wells: No report
 - c. **LFNAC Report:** Lori Tuominen: LFNAC has chosen architect firm, Oudens & Ello, to prepare the design phase of the new library.
 - d. **Personnel Committee Report:** Rus Wilson: No report.
 - e. **School Committee Report:** Weezie:
 - i. School Committee Report
 - ii. Union 28 meeting – Lots of discussion regarding U-28 budgets, processes. See attached report from Weezie and letter from Joan Wickman. The Finance Committee will respond to a letter to Joan requesting a meeting on October 22nd at 6:15pm.
 - f. **Other:**
 - i. Education vision meeting 10/22/09, 7 pm, for Select Board, School Committee, and Finance committee. Topic will be "What is the best formation for the elementary school and secondary students of Shutesbury".
 - ii. Meeting with Amherst regional superintendent on 9/21/09: The Select Board and Finance Committee got together with Amherst Regional Superintendent Alberto Gonzales. He said the plan to make the middle school include a 6th grade is kaput as he has no authority, there is no money and his priority at this time is to fix the broken administration of the middle school.
4. **Free Cash Estimate:** Patrick checked with Gabe though it should have been with Gail! It is not certified yet. The estimated amount is between \$566,000 and \$569,000. Once the school is reconciled it will be finalized.
5. **CPA Surcharge Report:** Was done at the September meeting
6. **Budget planning for 2011 (set departmental meetings):** Committees and Department heads need to be summoned for Finance committee meetings to discuss their budgets for FY11.
 - a. It was suggested make an estimate of next year's revenues so we can provide guidance to the town departments in formulating their respective budgets.
 - b. **Department Head Budget Meeting Dates:**
 - i. **December 1st:** 7pm Police Department, 8pm Fire Department
 - ii. **December 15th:** 7pm Highway Department, 8pm Library
 - iii. **January 5th:** 8pm, School committee (joint with Select Board)
 - iv. **January 26th:** 7pm Open boards, Committees, other Departments
 - v. **February 9th :** 7pm Capital Planning Committee, 8pm CPA
 - vi. **February 16th:** 8pm, Select Board

7. **Expense reports:** Does not include income updates
8. **Revenue reports:** None at this time
9. **Old business:**
 - a. Fire Department gas leak discussion
 - b. LFNAC due dates
 - c. Solar Arrays – 5KW system, RFP is going out tomorrow, over \$25,000, sealed bid
10. **New business:**
 - a. Gary has been charged by the Library Trustees to alert us to the fact that the library director is underfunded. Becky explained that the town budget has not ever and does not fully fund the library director position. This is funded by several other funds including the library trust fund, the revolving dog licenses and library late fines.
 - b. The Veterans Programs need to be put into the budget. This year's amount is \$4,941.
11. **Next meeting schedules:**
 - a. **October 20, 6:15pm**, to rewrite paragraphs 2 & 3 in the Budget Request discussion letter for Town Departments.
 - b. **October 22, 6pm**, with Joan Wickman, to discuss budget
 - c. **Next regular Finance Committee Meeting**, November 3rd, 7pm
12. **Adjourned the meeting at:** 9:05pm

Votes Taken: None