



TOWN HALL | 39 SOUTH STREET | HINSDALE, MA | 01235 | 413-655-2300

## FINANCE COMMITTEE MEETING MINUTES / January 4, 2017

*Members:*

Dick Scialabba  
Shaun Galliher  
Chris Pike  
Earl Peck  
Viv Mason  
Justin Gilardi  
Mary Rice  
John Smith

*Absent:*

Ray Bolduc

*Others:*

Laurel Scialabba, Select Board Chair  
Harvey Drosehn, Select Board  
Ryan Aylesworth, Town Admin.  
Bill Pike

The meeting was opened at 6pm.

Chairman Scialabba asked for any public comment; there was none.

Chairman Scialabba called this meeting a day early, to go over the Special Town Meeting Warrant. That meeting is scheduled for Wednesday, January 18, 2017, and must be posted by 7pm tonight.

He asked that we discuss each article and vote to recommend or not recommend each one as written. Ryan and Laurel explained each article in detail. The Committee voted unanimously to recommend all articles, except for Article 8 – "...\$5,000. From Free Cash for the Police Department." The vote on that article was 4 in favor, 3 against, (Chair did not vote). The article was recommended by a majority vote.

A motion was made and seconded to accept the minutes of the December 1, 2016 meeting as written. The motion passed unanimously.

There is no Treasurer report for this meeting.

The question of the high balance in the Highway Department pickup truck lease was explained by a correction to that account. A payment was not credited to the balance.

Chairman Scialabba reviewed the Expense Report and thought we were in good shape. The next regular meeting of the Committee will be Thursday, February 2, 2017 at 7:00 pm, in the community meeting room, downstairs in the Town Hall. Vice Chairman Ray Bolduc will conduct the next two meetings as Dick Scialabba will be out of town. He will, however, participate by remote phone call.

A motion was made and seconded to adjourn at 7pm. The motion passed unanimously.

Respectfully submitted,  
Mary A. Rice, Secretary



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## FINANCE COMMITTEE MEETING MINUTES / February 2, 2017

*Members:*

Ray Bolduc  
Shaun Galliher  
access)  
Chris Pike  
Viv Mason  
Justin Gilardi  
Mary Rice

*Absent:*

Earl Peck

*Other:*

Dick Scialabba Chair (by remote access)  
Laurel Scialabba SB Chair (by remote  
Ryan Aylesworth, Town Admin.  
Bonnie Conner

The meeting was opened at 7pm by Ray Bolduc, Vice Chair. Dick Scialabba is participating by remote phone access.

Vice-Chair Bolduc asked for any public comment, there was none.

A motion was made and seconded to accept the minutes of the January 4, 2017 meeting as written. The motion passed by a roll call vote that was unanimous.

There will be a School Committee meeting on February 16, 2017 to discuss the Building Plans and the status of Cummington if anyone wishes to attend.

Ryan read a letter from the School District concerning a "ballot" vote on April 8, 2017, to fund an 850K Feasibility Study concerning Wahconah Regional High School. This study will look into the feasibility of renovating or replacing the high school grades 9 thru 12. The vote is not the usual town-by-town vote, but a majority of ballots cast. The Finance members questioned the validity but Ryan said it was indeed legal to do per Legal Counsel. Our liability would be 13% or 116K over a 5-year period. The School District will fund all costs for the election. The voting hours will be 8:00 am to 2:00 pm, Saturday, April 8, 2017, at the Hinsdale Town Hall.

Dick Scialabba announced the Free Cash balance. The original estimate prior to the SPTM was approximately 525K. The amount of \$171,700 was approved at the SPTM leaving the 348K in Free Cash.

Vice-Chair Bolduc handed out a copy of the letter Town Treasurer Diane Sturtevant submitted December 14, 2016, to the Select Board regarding the Tax Title Auction.

Vice-Chair Bolduc announced a vacancy on the Committee. Town Council ruled that incarceration disqualifies a member as they lose their registered voter status and no longer live in town. The town will put out a notice of the vacancy and ask for letters of interest to be submitted to Ryan at the Town Hall. A joint meeting of the Committee and Select Board will be

posted for March 2, 2017, our next regular meeting, to vote on the appointment for the vacancy.

Dick Scialabba reminded everyone of the Saturday Finance/Select Board meeting on February 4, 2017. This meeting is to go over all budget requests from department heads.

A motion was made and seconded to hold a joint meeting to vote on a new member. The motion passed unanimously by a roll call vote.

Vice-Chair Bolduc stated that he talked with Charlie Brown, Town Accountant, and all is on track to this date. Dick Scialabba stated that there are no management comments in the current Audit report.

Shaun Galliher commented that he attended a Water/Sewer Commissioners meeting where they raised the Sewer 1 rate from \$100/yr. to \$130/yr. He thought that "historically" something like this, where a rate is increased, should be reviewed by the Finance Committee prior to a vote by the Board.

Ryan stated that he and Harvey Drosehn, Select Board Member, attended a meeting in Boston to talk about funding for the Plunkett Lake gate valve project. It was recommended that they contact USDA in Amherst for a possible lower interest rate and/or grants that may be available. Vice-Chair Bolduc asked for any Public Comment, there was none.

Our next meeting is Saturday, February 4, at 8:30am in the Town Hall meeting room. Our next regular meeting is March 2, 2017, at 7pm in the Town Hall Community Room.

A motion was made and seconded to adjourn at 7:50 pm. The motion passed unanimously by a roll call vote.

Respectfully submitted,  
Mary A. Rice, Secretary



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## FINANCE COMMITTEE MEETING MINUTES / March 2, 2017

### *Members:*

Mary Rice  
Ray Bolduc  
Shaun Galliher  
access)  
Earl Peck  
Viv Mason  
Justin Gilardi  
Mary Rice

### *Absent:*

Bruce Marshall, SB  
Chris Pike

### *Other:*

Harvey Drosehn  
Dick Scialabba Chair (by remote access)  
Laurel Scialabba SB Chair (by remote  
  
Ryan Aylesworth, Town Admin.  
Bonnie Conner  
John Conner  
Rick Kardasen

The meeting was opened at 7pm by Ray Bolduc, Vice Chair. Dick Scialabba is participating by remote phone access, Laurel Scialabba Select Board is also participating by remote phone access.

Since Select Board member Bruce Marshall failed to attend, the Select Board does not have a quorum and therefore the joint vote to appoint someone to the vacancy on the Finance Committee cannot take place. The joint meeting may have to be re-scheduled to the next regular Select Board meeting on Wednesday, March 22, 2017. It is anticipated that Selectman Marshall will attend their regular meeting, thus giving the Select Board their required quorum. Vice Chair Bolduc asked for any public comment, there was none.

A motion was made and seconded to accept the minutes of the February 2, 2017 meeting as written. The motion passed by a roll call vote that was unanimous.

The Committee discussed the CBRSD request for 850K for a feasibility study on renovating or building a new High School. Ryan reported that 550K of the 850K is for Architect and design work, 250K for the Project Manager, and 50K for contingency and advertising. The first two years is interest only, which will have a low impact on the taxpayer, the next three years will be a significant increase to 14 or 14 ½%. Some of this money will be rolled over to the actual loan to build a school or renovate the existing building. The district will hold a public meeting on March 23rd (yet to be announced) to explain the project to the people. The district-wide vote is on Saturday April 8, 2017. The results will be tallied by total votes cast, not town by town. John Conner, former School Committee member made us aware that the district has 57 million in unfunded liability that should be addressed. The amount never shows up on any financial spreadsheets and is virtually unknown by the public. This is what funds the teachers' pensions which is substantial. The Auditors have requested that the district start to address this issue, and there is 150K in the budget this year to put toward that liability. The committee, Select Board and public attendees discussed this issue and the 850K project. A motion was made and seconded that "the Finance Committee vote to NOT support this 850K project." The roll call vote was 4 in favor, 2 against. Dick Scialabba said he would write a letter to the district

explaining our concerns about the 57 million and this 850K project. The committee was encouraged to email Dick with points of concerns to help him compose this letter.

Ryan announced that he will be ready to review the budget at the March 22 meeting and the Finance Committee should be ready to vote on it at our April 6th meeting.

Ray Bolduc said he talked to Charlie and all accounts are doing ok. Shaun Galliher questioned the telephone account balance. Ryan explained that there were some billing issues that he is taking care of, and the amount spent is incorrect.

In new business, Chief of Police Sue Rathbun and Officer Kristen Burgess brought forward an unforeseen issue with the Animal Control Officer position. It came to their attention after an issue with a dangerous dog situation, that the ACO must be certified within one year of appointment in order to perform certain duties. This is a fairly new law, and they were unaware of it until this situation occurred. Chief Rathbun also pointed out that there are approximately 400 dogs licensed, with at least double that actually in town. They have had 104 animal calls from July to mid-January. That is a very high number and so many are unlicensed dogs. There is a yearly Academy training course in Boylston MA that begins soon, and ACO Officer Burgess was able to get enrolled in that class. It is a one day a week for 12 weeks. Including tuition, it will be a total of \$3375. for Officer Burgess to attend. She has agreed to remain ACO for the next three years if she is allowed to attend this course. The committee discussed this at length and a motion was made and seconded to "recognize the liability to be funded at a future Finance meeting either by a Reserve Fund Transfer, or an end of the year line item transfer." The motion passed unanimously by a roll call vote.

Our next meeting is Wednesday March 22, joint with the Select Board, to review the budget with Ryan and the Select Board and possibly revisit the appointment to the vacancy on the Finance. This will be the regular Select Board Meeting in the Town Hall meeting room. Our next regular meeting is April 6, 2017, at 7pm in the Town Hall Community Room.

A motion was made and seconded to adjourn at 8:02 pm. The motion passed unanimously by a roll call vote.

Respectfully submitted,  
Mary A. Rice, Secretary



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## FINANCE COMMITTEE MEETING MINUTES / April 6, 2017

*Members:*

Dick Scialabba  
Ray Bolduc  
Shaun Galliher  
Earl Peck  
Viv Mason  
Chirs Pike  
Mary Rice

*Absent:*

Justin Gilardi

*Other:*

Laurel Scialabba, SB Chair  
Ryan Aylesworth, Town Administrator

The meeting was opened at 7pm.

There were no public present eliminating the need for public comment.

There is not Treasurer Report.

Ryan presented a Reserve Fund Transfer request for \$5,000.00 to the Insurance and Bonds Account. He explained that the Town had several claims and paid more deductibles than anticipated. The Town will also be adding a service vehicle for Water/Sewer but the cost of that is unknown at this time. The Committee noted that in the past, we have approved only what the current deficit was and not what the future bill may be. There was a motion made and seconded to approve a Reserve Fund Transfer of \$4,244.00 to the Insurance and Bonds Account. The motion passed unanimously.

Ryan provided copies of the revised budget approved by the Select Board on April 5, 2017. He also included "Fiscal year 2018 Budget Highlights" that he had also presented to the Select Board. Please note that the Finance Committee took no action on any of the articles at this meeting. The Committee will meet again on Thursday April 27, 2017 at 7pm in the Town Hall Community room, and it is anticipated they will also hold the regular scheduled meeting on May 4, 2017, also in the Town Hall Community Room at 7pm.

Ryan, Laurel and the Committee reviewed the budget item by item. Ryan and Laurel explained each item in the 82 page budget and discussed each one with the Committee. The Committee will vote to recommend or not recommend each item at one of our next meetings.

Our next meeting is April 27, 2017, at 7pm in the Town Hall Community Room. Our next regular scheduled meeting is May 4, 2017 at 7pm also in the Town Hall Community Room.

A motion was made and seconded to adjourn at 10:47 pm. The motion passed unanimously.  
Respectfully submitted, Mary A. Rice, Secretary

ENCL: Draft budget

Fiscal Year 2018 Budget Highlights



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## FINANCE COMMITTEE MEETING MINUTES / April 27, 2017

### *Members:*

Dick Scialabba  
Ray Bolduc  
Shaun Galliher  
Mary Rice  
Viv Mason  
Chris Pike

### *Absent:*

Justin Gilardi  
Earl Peck

### *Other:*

Laurel Scialabba, SB Chair  
Ryan Aylesworth, Town Administrator

The meeting was opened at 7pm.

There were no public present eliminating the need for public comment.

The purpose of this meeting is to review, discuss and vote to recommend or not recommend each article on the Warrant for the Annual Town Meeting. Ryan provided and updated Warrant that has not yet been approved by the Select Board. He also included Fiscal Year 2018 Budget Highlights as of April 26, 2017.

The votes on the Articles are as follows:

1. 1. Moderator- no vote necessary.
2. 2. A motion made and seconded to recommend this article as written. The motion passed unanimously.
3. 3. "Stretch Energy Code" - The benefits voting in favor of this article and becoming a "green community" were explained by Ryan. However, the Committee felt it would escalate building costs and deter new growth. A motion was made and seconded NOT to recommend this article. The motion passed with 4 in favor and one abstained. The Article was not recommended.
4. 4. Articles 4., 5., 6., 7., 8., 8c., 9., had motions to accept as written, the motions passed unanimously.
  10. This Article includes funding for operating expenses of the Town. A motion was made and seconded to accept this article as written, the motion passed with 3 in favor and 2 abstained.
  11. Articles 11., 11a., 11b., motions were made and seconded to accept these articles as written, the motions passed unanimously.
  12. Vocational Schools - The proposed budget amount included tuition costs for two (2) more students than were enrolled by the April 1, 2017 deadline. After a discussion, a motion was made and seconded to fund the tuition for the nine (9) students enrolled, plus ½ for the possibility of a transfer student during the school year. The motion passed unanimously.
  13. Articles 13., 14a., 14b., 14c. 15., 16a., 16b., 16c., 17., 18., and 19., had motions to accept as written and all motions were passed unanimously.

20. All articles funded by Free Cash will be reviewed again at our next meeting. They include Articles 20 through 32. including Article 34. and excluding Article 30 as it does not include Free Cash. After discussion, it was agreed to eliminate Article 21. and Article 24.

30. This Article, the Assessors software, was discussed and a motion was made and seconded to go with the software provided by the State that is of no cost to the Town. The motion passed with 4 in favor and one abstained. The Article was not recommended.

33. This Article, funding for Police detail work, was discussed. This does not include any detail work done for the Town as that is funded by the Town. The Committee felt this extra work has nothing to do with the Town, is not performed for the Town, is not paid by the Town, and should not be funded by the Town. A motion was made and seconded NOT to recommend it. The motion passed by 4 to 1. The Article was not recommended.

35. This Article is also on hold for a vote at our next meeting. The debate was about funding it with raise and appropriate or Free Cash.

36. Article 36., and 37. had motions to accept as written and passed unanimously.

Having no further business, a motion was made and seconded to adjourn at 9:30 pm. The next regular meeting of this Committee will be Thursday May 4, 2017 at 7:00 pm. In the Community room in Town Hall. Discussions and votes on the remaining Articles will be done at this meeting.

Respectfully submitted,  
Mary A. Rice, Secretary

ENCL: Draft budget  
Fiscal Year 2018 Budget Highlights





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## FINANCE COMMITTEE MEETING MINUTES / May 4, 2017

*Members:*

Dick Scialabba  
Ray Bolduc  
Shaun Galliher  
Earl Peck  
Viv Mason  
Chirs Pike  
Mary Rice  
Justin Gilardi

*Absent:*

Earl Peck

*Other:*

Laurel Scialabba, SB Chair  
Ryan Aylesworth, Town Administrator

The meeting was opened at 7pm.

There was no public present eliminating the need for public comment.

A motion was made and seconded to accept the minutes of the April 27, 2017 Finance meeting as written. The motion passed unanimously.

There was a Reserve Fund Transfer requested by Ryan for an additional \$2,158. for costs related to the Town Hall damage. A motion was made and seconded to approve the transfer. The motion passed unanimously. With this transfer, there is a balance in the Reserve Fund of \$5,598.00.

A copy of the final ATM Warrant along with the explanations compiled by Ryan were given to each member. The Select Board voted on all the articles at their Wednesday meeting noting the ones not approved by the Committee at our last meeting.

The Committee reviewed and discussed each Article with Laurel and Ryan.

There was no public present, eliminating the need for public comment.

The Annual Town Meeting is Wednesday May 17, 2017, at 7pm in the gym at Kittredge School, Maple Street.

Our next regular scheduled meeting is June 1, 2017, at 7pm in the Town Hall Community Room. A motion was made and seconded to adjourn at 8:38 pm. The motion passed unanimously.  
Respectfully submitted,  
Mary A. Rice, Secretary

ENCL: ATM Warrant

Warrant Article Explanations (both are to be handouts at the ATM)



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## FINANCE COMMITTEE MEETING MINUTES / June 1, 2017

*Members:*

Dick Scialabba  
Ray Bolduc  
Shaun Galliher  
Heather Brown  
Viv Mason  
Chris Pike  
Mary Rice

*Absent:*

Earl Peck  
Justin Gilardi

*Other:*

Laurel Scialabba, SB Chair  
Ryan Aylesworth, Town Administrator

The meeting was opened at 7pm.

There were no public comments.

Chairman Dick Scialabba welcomed our newly elected member, Heather Brown, to the Committee.

A motion was made and seconded to accept the minutes of the May 4, 2017, Finance meeting as written. The motion passed with one abstained.

There is no Treasurer Report for this meeting.

Several observations and comments concerning the expense report as follows;

Telephone account is overspent, but as long as the total does not exceed the amount appropriated for the Town Buildings account, it is ok.

IT hardware is only 47% expended, but it will be spent on some new computers, and laptop for the Planning Board and Assessors.

Fuel account will be over and it is expected there will be a request for a Reserve Fund transfer or line item transfer at our July meeting.

Street Lights may run over.

The amount for the building alterations in the Town Hall near the Police Department will not be done, and will not be carried forward. Chief Rathbun obtained a quote for \$3,500 for work in the booking room.

Tree Warden account is only 50% expended. The Select Board will see if the tree removal project can be jump started with the current funds available.

Concerning the Jaws for the Fire Department, Chief Turner is getting quotes.

There is a savings on the Vocational account of approximately 95K as some students had dropped out of the program.

Highway Department – there is not enough money for the culvert on Old Dalton Road so the balance for that project will be returned to Free Cash. Also no company has been found to do the roof extensions on the new garage, that money will also be returned to Free Cash.

Town Waste storage unit – Kathe Warden is getting quotes.

Lake Management/Plunkett Lake Dam money (150K) should be rolled over. Ray Bolduc has been in touch with USDA and will get back to this Committee.

Veterans Account should have monies left because there was a savings by going with the City of Pittsfield Veteran Agent.

Sewer 3 – Money should be rolled over for the Vacuum truck.

Library – it was noted that the State money has not yet been spent, but we are confident that it will be by the end of the Fiscal year.

Legal will go over as some invoices are still outstanding. A Reserve Fund transfer may be requested.

**Old and new business** – The Committee discussed the Overlay Surplus Account in the control of the Assessors. Charlie Brown, Town Accountant, will confirm the balance but it is not available for this meeting.

The Committee Reorganization – A motion was made and seconded to nominate Dick Scialabba as Chair, the motion passed unanimously. A motion was made and seconded to nominate Shaun Galliher as Vice Chair, the motion passed with one abstention. A motion was made and seconded to nominate Mary Rice as Secretary, the motion passed unanimously.

Chairman Dick Scialabba suggested that we recap the FY 2018 budget process at our next meeting. He also suggested that we set Finance Policies such as a limit on debt borrowing. Some of our by-laws concerning Finance are obsolete and should be looked at.

Ryan Aylesworth, Town Administrator, explained the budget process as it pertained to his role in the process. He also said the Collins Center has recommendations for setting by-laws for the Administrator and Finance Committees.

Public Comment - Laurel Scialabba, Select Board Chair, said that although there were some disagreements during the budget process, she very much appreciated our input.

The next regular meeting of this Committee is Thursday, July 6, 2017 at 7pm in the Town Hall Community room.

A motion was made and seconded to adjourn at 7:40 pm. The motion passed unanimously.

Respectfully submitted,  
Mary A. Rice, Secretary



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## FINANCE COMMITTEE MEETING MINUTES / July 6, 2017

*Members:*

Dick Scialabba  
Ray Bolduc  
Shaun Galliher  
Heather Brown  
Justin Gilardi  
Chris Pike  
Mary Rice

*Absent:*

Earl Peck  
Viv Mason

*Other:*

The meeting was opened at 7pm.

There were no public present.

A motion was made and seconded to accept the minutes of the June 1, 2017 Finance meeting as written. The motion passed unanimously.

There is no Treasurer Report for this meeting. The Accountant will have a report after the books are closed.

Year end transfers that were voted on by the Select Board and require the Finance Committee vote are as follows: (presented and explained by Chairman Dick Scialabba)

1. A motion was made and seconded to transfer \$1,000. from the Town Buildings heating account to the Fuel/gas/diesel account to cover the anticipated shortage. The motion passed unanimously.
2. A motion was made and seconded to transfer \$1,980. from the Town Building/office machine maintenance account to the anticipated shortage in the Street Lights account. The motion passed unanimously.
3. A motion was made and seconded to transfer \$12,000 from Voc. Ed Tuition to the Legal Council account to cover an anticipated shortage. The motion passed unanimously.
4. A motion was made and seconded to transfer \$4,500 from the Voc.Ed Tuition account to the Winter Roads Maintenance account. The motion passed unanimous.

There was a discussion about the transfer amounts and a MGL that states that no more than 5% of the original budget can be transferred out of an account. Member Shaun Galliher looked it up and it says that a transfer "may not exceed 3% of the annual budget or \$5,000. whichever is greater. It shall be approved by the Select Board with the concurrence of Finance."

The Select Board requested that we vote on the following transfer, they will vote on it at their next meeting; (presented and explained by Chairman Scialabba). The balance in that account

did not reflect one outstanding bill, work was done to spend the money left in the account but did not realize the balance was incorrect. This amount will cover all work completed.

1. A motion was made and seconded to transfer \$1,045.39 from the Voc. Ed Tuition account to the Tree Warden Account. The motion passed with one abstention (Ray Bolduc).

Member Galliher asked what the balance is on the Overlay account. Since it was not known, he asked that it be put on the agenda for the next meeting.

Ryan was working on a Grant for the Plunkett Lake Dam project that must be submitted by July 21st. Ray Bolduc will follow through with Ryan and Foresight.

The Committee discussed the ongoing absence of member Earl Peck; Chairman Scialabba will attempt to contact him.

The next regular meeting of this Committee is Thursday, August 3, 2017 at 7pm in the Town Hall Community room.

A motion was made and seconded to adjourn at 7:41 pm. The motion passed unanimously.

Respectfully submitted,  
Mary A. Rice, Secretary



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## FINANCE COMMITTEE MEETING MINUTES / August 3, 2017

*Members:*

Dick Scialabba  
Viv Mason  
Shaun Galliher  
Heather Brown  
Chris Pike  
Mary Rice

*Absent:*

Earl Peck  
Ray Bolduc  
Justin Gilardi

*Other:*

Laurel Scialabba, SB Chair  
Bill Pike

The meeting was opened at 7:03pm.

There was no public comment.

A motion was made and seconded to accept the minutes of the July 6, 2017 Finance meeting as written. The motion passed with Viv Mason abstaining.

Chairman Scialabba asked if everyone had a chance to review the year-end report from Charlie Brown, Town Accountant. The following items were discussed;

Tax Title – 17K appropriated, 12K not expended and 17K appropriated again this year?  
Highway carryovers – include the roof extensions at the garage, they found someone to do it.  
Town waste – 82.5K appropriated, 66,500 expended. The storage unit has been ordered.  
Landfill monitoring wells – it had mistakenly been reported that some contamination went to nearby houses, we have had three (3) years now with good readings.  
Negative balance in mosquito control – they billed us more than we knew about.  
Infrastructure engineering should not be under highway.  
Council on Aging - \$1,500 is to be used to co-ordinate busing but has not been expended yet, we are hoping to get our own van.

Overlay surplus has been verified by Charlie to be \$83,037. The next question would be how much do the Assessors need? What they don't need should be released back to the General Fund.

The Committee discussed the next budget process and one request by Finance is that we get a copy of the original request submitted by the department head. We were provided a spreadsheet but not the original request.

Once again, the Committee discussed the ongoing absences of several committee members. One member had attended 5 meetings out of the 14 held, last fiscal year to date.

The next regular meeting of this committee is Thursday, September 7, 2017 at 7pm in the Town Hall Community room.

A motion was made and seconded to adjourn at 7:50pm. The motion passed unanimously.

Respectfully submitted,  
Mary A. Rice, Secretary



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## FINANCE COMMITTEE MEETING MINUTES / Sept. 7, 2017

Present: Members: Dick Scialabba, Christine Pike, Ray Bolduc, Shawn Galliher, Heather Brown, Vivian Mason

Absent: Earl Peck, Justin Gilardi, Mary Rice

Others: Select Board Chair Laurel Scialabba, Town Administrator Bob Graves

Call to order: 7pm

Agenda:

1. Public Comment
- None
2. Minutes from the previous meeting
- Accepted as written – unanimous
3. Treasurer's Report
- None
4. Review of Accounts
  - - Financial software budget already disbursed 82% of allotment?
      - We pay software costs up front, which is why this shows such a balance
    - Veteran's salary is also trending over their allotment?
      - Same reason as above, the salary is paid in advance
    - Veteran's Aid is also trending ahead at 21%
      - - Bob will check on this for the next meeting
    - Community Center budget already dispersed 47% of allotment?
      - Laurel believed it must be an error or charge to wrong account.
      - Bob will look into this.
    - It appears that at least two DPW projects may come in under budget?
      - We were reminded that we shouldn't assume the projects have been completed.
      - Bob will look into this.
    - Tree Warden and DPW overlap: there were questions regarding what is Tree Warden's responsibility and budget versus DPW's.
      - Tree Warden decides what trees come down, and should be able to produce a list for review in advance of work. Such a list would aid the community and demonstrate transparency.
      - There is a difference between Winter Road Maintenance, Canopy Clearing, and Chapter 90 fund work.
      - Bob will review this with DPW to seek clarity.
    - Overlay Surplus -- \$83,0308.00
      - Some concern over the numbers Dave and Charlie had, but it appears to have been rectified.
      - Question about why the release isn't simply a SOP, some % of the total?
      - Shawn said it came off the recap and based on the past five years of data.



- A motion was made for a complete accounting of this, and the Finance Committee unanimously agreed to request an accounting of this matter. Dick will ask for the accounting from Dave and Charlie.
- Free Cash -- \$436,298.00
  - We had more revenue this year than previous year(s)
  - It does raise new and additional questions to ask of all departments. Perhaps we should occasionally audit to ensure best practices
- The Emergency Management grant was approved, which this year will benefit the HPD with some new equipment (radios, med kits, and a camera).
- Highway uniforms: What is the DPW uniform?
  - Jeans, shirts, and an allotment for boots
  - Safety Vests, etc.
- Sports and Rec committee: Is there one?
  - Where does this money go?
  - The others believed it is to provide field toilet, lights, and snack bar.
    - Bob will confirm.

## 5. New Business

- 
- Discussion about Mr. Peck's status.
  - 
  - Dick will reach out via letter.
- Ray Bolduc – The Ethics Commission officially cleared Ray regarding the alleged conflict of interest question regarding his son's truck.

Meeting adjourned: 7:40 pm

Next Meeting: October 5, 2017 7:00 p.m.  
Town Hall Community Room

Respectfully submitted,  
Bob Graves,  
Town Administrator



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## FINANCE COMMITTEE MEETING MINUTES / October 12, 2017

*Members:*

Dick Scialabba  
Viv Mason  
Shaun Galliher  
Heather Brown  
Chris Pike  
Mary Rice

*Absent:*

Earl Peck  
Ray Bolduc  
Justin Gilardi

*Other:*

Harvey Drosehn, Select Board

The meeting was opened at 7:01 pm.

There was no public comment.

A motion was made and seconded to accept the minutes of the September 7, 2017 Finance meeting as written. The motion passed with Mary Rice abstaining.

There is no Treasurer or Accountant report for this meeting.

Chairman Scialabba reported that Town Administrator Bob Graves had prepared the answers to the questions at our last meeting, but was not in attendance. He will ask that he attend our next meeting.

Chairman Scialabba reported that he wrote a letter to the Assessors regarding the Overlay Surplus, and will have a response for our next meeting.

Shaun Galliher questioned the year-end closing amount of "0" for Highway Salaries indicating that the account was fully expended. He believes that it should not have been and that there should have been monies left in that account. Chairman Scialabba will look into that and report back the the committee.

Harvey Drosehn, Select Board member, announced that there is a Special Town Meeting scheduled for Wednesday, November 29, 2017. This meeting will address shortfalls in the Veterans account, a few leftover bills, and funding for the new requirement from the State of Massachusetts for an I & I (Infiltration and inflow) study. This will address stormwater infiltration into the sewer systems.

Chairman Scialabba expressed concern over two elected members who have failed to appear for most of the scheduled Finance meetings. The email addressed for both are no longer active. He did send a letter to one member requesting a reply and will send one to the other one requesting the same. If they are no longer interested in being on the committee they could resign and allow for appointments to the committee for the remainder of their terms.

The next regular meeting of this committee is Thursday, November 2, 2017 at 7pm in the Town Hall Community room.

A motion was made and seconded to adjourn at 7:25 pm. The motion passed unanimously.

Respectfully submitted,  
Mary A. Rice, Secretary



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## FINANCE COMMITTEE MEETING MINUTES / Nov. 2, 2017

### *Members:*

Dick Scialabba  
Viv Mason  
Shaun Galliher  
Heather Brown  
Chris Pike  
Mary Rice

### *Absent:*

Earl Peck  
Justin Gilardi

### *Other:*

Harvey Drosehn, Select Board  
Susan Rathbun, Chief of Police  
Laurel Scialabba, Select Bd Chair  
Bob Graves, Town Administrator

The meeting was opened at 7:01pm.

There was no public comment.

A motion was made and seconded to accept the minutes of the October 12th Finance meeting as written. The motion passed with Ray Bolduc abstaining.

There is no Treasurer or Accountant report for this meeting.

Town Administrator, Bob Graves, has the answers to the questions discussed at the September 7, 2017 meeting as follows:

1. 1. Veteran's Aid – This account has additional person, there will be an article on the SPTM to cover that expense through this year. (\$5,900.00)
2. 2. The Community Center account was incorrect and has been fixed.
3. 3. The Tree Warden will be addressing the list the Arborist compiled in March, addressing the "high risk" trees. This list may possibly be posted on the web site.
4. 4. Canopy clearing will be done by Rene as there is money in his budget to do that.

Chairman Scialabba reported that he wrote a letter to the Assessors asking what can be made available to the town, from the Overlay Surplus account. The Assessors' answer was that there were no funds available at this time. There is currently \$83,038.00 in this account. Shaun Galliher cited the Mass Municipal Modernization Act that requires the Assessors to release back to the town periodically, any funds not expected to be needed. Customarily this is done prior to the ATM which can reduce the amount needed to be raised and appropriated. The Committee intends to pursue this issue with the Assessors.

Regarding the lack of attendance by several elected members of this Committee, Chairman Scialabba sent a letter to one member (attached) and will do the same to the other one. Chairman Scialabba reported that the Open Meeting Law has changed regarding remote participation in meetings. It is now allowed anytime, by any committee. The person calling in cannot be counted toward the quorum of members, however; there are exceptions. Chairman Scialabba reported that there will be a Special Town Meeting on Wednesday November 29, 2017 at 7:00 pm. The Warrant will be posted by November 14, 2017. Laurel

Scialabba, Select Board Chairman, discussed some of the issues that will be on the Warrant, although the Select Board and the Town Administrator have not finalized them. It is expected they will include, but not limited to, the following:

A temporary moratorium on zoning for marijuana dispensaries; transfer to the Veterans account; transfer from sewer 3 surplus for pumps; water loan pre-payment; replacement of Accountant Assistant.

Police Chief Susan Rathbun made a strong presentation to replace the Ford cruiser, citing the many mechanical problems and prognosis for limited longevity of that vehicle.

Ray Bolduc reported that the bids went out to replace the Plunkett Lake gate valve and the bid opening is on November 27th.

Laurel Scialabba reported that the bid package for the Cemetery Gate will be ready for Spring. This Committee will meet again on Monday, November 13, 2017 at 7:30 pm to review and vote on the Special Town Meeting Warrant Articles.

The next regular meeting of this Committee is Thursday, December 7, 2017 at 7pm in the Town Hall Community room.

A motion was made and seconded to adjourn at 8:05pm. The motion passed unanimously.

Respectfully submitted,  
Mary A. Rice, Secretary



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## FINANCE COMMITTEE MEETING MINUTES / Nov. 13, 2017

*Members:*

Dick Scialabba  
Viv Mason  
Shaun Galliher  
Heather Brown  
Ray Bolduc  
Mary Rice

*Absent:*

Earl Peck  
Chris Pike

*Other:*

Laurel Scialabba, Select Board Chair

The meeting was opened at 7:30pm.

Chairman Scialabba announced that he had received a letter of resignation from member Justin Gilardi. He notified the Select Board at their meeting last Wednesday, and they will advertise an open position on the Committee.

The Committee reviewed the draft of the ATM Warrant and voted to recommend or not recommend each article. After discussions on each, the Committee voted unanimously to recommend Articles 2, 3, 5, 6, 7, 8, 9, 10, 13 and 14.

Article 4 Legal Account – a motion was made and seconded to amend the amount to \$8,000. The amendment passed unanimously. A motion was made and seconded to recommend Article 4 as amended, the Article passed unanimously.

Article 12, after a lengthy discussion, was removed by Select Board Chair, Laurel Scialabba.

The next regular meeting of this Committee is Thursday, December 7, 2017 at 7:00pm in the Town Hall Community room.

A motion was made and seconded to adjourn at 8:40 pm. The motion passed unanimously .  
Respectfully submitted,

Mary A. Rice, Secretary