

## FINANCE COMMITTEE MEETING AGENDA / December 3, 2020, at 6:30pm

Community Room, Downstairs, Town Hall

Public may attend meeting by phone: **413-449-5095; code 70695**

posted at 6:35pm on 11/30/2020 and again 8am on 12/2/2020

### Call to Order

- Review minutes from previous meeting
- Review Accountants Report
- Town Administrator Comments/Status – Mr. Graves
- Status of school building project – Mr. Chivers
- 7 Town Advisory Updates – Ms. Conner
- Sewer & Water Accounts Status – Ms. Rice
- FY21 Finance Communications to Boards & Committees
- Plunkett Water Level – Pump Cost
- Utilities Personal Property Appraisal Status
- FY22 Budget Planning
- Any other business not reasonably anticipated

Public Comment

Adjourn

## FINANCE COMMITTEE MEETING MINUTES / December 3, 2020, at 6:30pm

Community Room, Downstairs, Town Hall

posted at 9:35pm on 1/8/2021

Members	Absent	Others
Shaun Galliher	Heather Brown	Bob Graves, Town Administrator
Bonnie Conner (remote)		Viv Mason, Select Board Chair
Russ Parks		Dick Scialabba, Select Board (remote)
Chris Pike		
Jim Chivers		
Mary Rice (remote)		
Nancy Smith (remote)		

The meeting was opened at 6:34 pm.

A motion was made and seconded to accept the minutes of the November 5, 2020 meeting as written. The motion passed unanimously by a roll call vote.

Chairman Galliher reported there was nothing notable on the Accountant's report and the Committee members agreed.

Bob Graves reported on the issues at Plunkett Lake concerning the water level in the lake. The residents were first concerned with the low level earlier this summer due to lack of rain and heat. Recently there was too much water and with the gate valve repair delayed, the Town rented a pump for 5k to draw it down. Within 3 days, it filled back up again. We are waiting for the parts, that should be here next week. Meanwhile, Caleb Mitchell, Conservation Commission, extended the deadline for the draw down. We felt it was smarter to wait for the part than disturb the batter boards. The Select Board plans to request engineering funds for a new spillway which would include a better batter board system.

Bob reported that the Transfer Station had a favorable inspection for the second year in a row. He attributes this to the outstanding job that the attendant Barry O'Keefe does. Bag tags will be available for on line purchase sometime in February. They will be able to be purchased online and mailed out.

Lake Management was inquiring about the dredging which had not been done, and was taken out of the budget last year. Bob will put it back in the budget for next year.

Bob also reported that Cathy Turner has volunteered her time to scan documents into our new scanner and he greatly appreciates it.

Jim Chivers reported on the progress of the new school. He said there have been 201 days of no covid or accidents on site. The roof is on and the 2nd floor areas are now being worked on. The good weather has helped with the concrete pours. It is starting to look like a building and everything is going well.

Bonnie Conner, member of the Seven Town Advisory Committee has not yet been informed of any meeting.

Mary Rice reported that the Water Department Continuous Leak Report had 7 names on it, compared to over 20 in previous months.

Chairman Galliher had sent out a memo to Committee members concerning the procedures for the Reserve Fund requests. The Committee were all in favor of this and it will now be given to every department head with a budget.

Chairman Galliher reported that there should be more information this month on the Utility Assessments. He said a revised bill should be sent out as soon as possible as the report was not generated in time for this tax bill, but the money should be collected in this tax year. Bob and Shaun discussed the possible changes to the Assessors members as to meetings and hours needed. They will try to research the Town Charter to see if Assessors can be appointed or to they need to continue to be elected.

Bob will send out budget sheets and schedules around the first of the the year. Our yearly budget meeting is tentatively going to me Saturday, March 6, 2021. Shaun will confer with Bob on some of the issues that should be included.

A motion was made and seconded to adjourn at 6:54 pm. The motion passed unanimously by a roll call vote. The next meeting of this Committee is Thursday, January 7, 2021 at 6:30 pm in the Community Room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

## **FINANCE COMMITTEE MEETING AGENDA / November 5, 2020, at 6:30pm**

Community Room, Downstairs, Town Hall

Public may attend meeting by phone: **413-449-5095; code 706954**

posted at 1:05 pm on 11/2/2020

### **Call to Order**

- Review minutes from previous meeting
- Review Accountants Report
- Town Administrator Comments/Status – Mr. Graves
- Status of school building project – Mr. Chivers
- 7 Town Advisory Updates – Ms. Conner
- Sewer & Water Accounts Status – Ms. Rice
- Police Dept. – Add 3rd full time officer
- FY21 Finance Communications to Boards & Committees
- Committee Vacancy Status
- Plunkett Gate Valve Repair
- Plunkett Spillway
- Cherry Sheets COVID Expenses
- Utilities Personal Property Appraisal
- Any other business not reasonably anticipated

Public Comment

Adjourn

## **FINANCE COMMITTEE MEETING MINUTES / November 5, 2020, at 6:30pm**

Community Room, Downstairs, Town Hall

posted at noon on 12/4/2020

Members	Absent	Others
Shaun Galliher	Heather Brown	Bob Graves, Town Administrator
Bonnie Conner	Nancy Smith	Viv Mason, Select Board Chair
Russ Parks		Dick Scialabba, Select Board
Chris Pike		Susan Rathbun, Hinsdale Police Chief
Jim Chivers		
Mary Rice		

The meeting was opened at 6:30 pm.

A motion was made and seconded to accept the minutes of the October 1, 2020 meeting as written. The motion passed unanimously.

Chairman Galliher asked if there were any questions on the Expense Report. The same question of the Water Sewer wage account came up again, Chairman Galliher will check on that for our next meeting.

A question was asked about the Wired West facility within the Fire House, Dick Scialabba will look into that issue and get back to our Committee.

Bob Graves reported that the Old Dalton Road project will be completed next week. The Town will be purchasing 2 more computers so Town Committees can do Zoom meetings. The drawdown at Plunkett Lake will take place after Thanksgiving, when the gate valve is scheduled to be repaired. There still seems to be a question on the loss of water in the lake over the summer. Bob explained that there was a significant drought that contributed to this along with normal evaporation. He and Lake Management are looking into other possible causes. Repairs to the spillway need to be done. This was addressed in 1990 and basically put off. This may take several years to fix this problem.

J

Jim Chivers, School Building Committee, reported that the new school is ahead of schedule. Completed are the pre cast walls in the Gym, the roofs are on, the siding is on and the interior walls are being prepared for drywall. The plumbing work was delayed due to an unforeseen issue and has now resumed. The entire building will be buttoned up soon.

Bonnie Conner, member of the Seven Town School Advisory Committee, has not yet been notified of a meeting.

Mary Rice, reported on the status of the August Water Sewer billing. There were 51 residents that have open balances that total \$28,265.56. Due to the State Covid-19 guidelines, water shutoffs were not done and this balance will now be a lien on their Real Estate bills. This lien will include the late fees.

The Water Sewer Commissioner met on October 21, 2020. They approved and abatement for Camp Romaca of \$3,700 (of a \$9,000. bill approximately). This was a request by the Camp for “some” relief since the Camp was unable to open this year due to Covid-19. They also added wording to the Sewer Connections Policy to require anyone connecting to the Sewer 3, where there are high pressure lines, have a licensed and insured contractor, approved by the Town, do the installation at the expense of the property owner Bud Hall is still working on the issue of the Camp Taconic flow meter that is still not working.

Chief of Police Susan Rathbun requested an addition to the full time officers. The candidate is fully trained, has been working part time, and would be an added benefit to the Town as a full time officer as it would greatly improve response time. The funds are there to address the salary. A motion was made and seconded to approve this appointment, the motion passed unanimously.

Chairman Galliher reported that the Town Insurance will cover the repair of the gate valve at Plunkett Lake that was damaged by vandalism early this summer. The State Cherry Sheets have not yet been finalized, and there is still no State Budget. The firm hired to appraise the Utilities has submitted a report that will be reviewed and assessed by our Assessing Firm. Since the Tax

Rate had already been set, it is expected the benefit of additional income, will be in the next Fiscal Year. That, added with the additional income from the Cannibus and Solar operations, will have our revenue looking good.

A motion was made and seconded to adjourn at 8:12 pm. The motion passed unanimously. The next meeting of this Committee is Thursday, December 3, 2020 at 6:30 pm in the Community Room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

## **FINANCE COMMITTEE MEETING AGENDA / October 1, 2020, at 6:30pm**

Community Room, Downstairs, Town Hall

Public may attend meeting by phone: 413-449-5095; code 706954

posted at 9:05 am on 9/29/2020

Call to Order

- Review minutes from previous meeting
- Review Accountants Report
- Town Administrator Comments/Status – Mr. Graves
- Status of school building project – Mr. Chivers
- 7 Town Advisory Updates – Ms. Conner
- Sewer & Water Accounts Status – Ms. Rice
- Tax Classification Result & Rate
- FY21 Finance Communications to Boards & Committees
- Committee Vacancy Status
- Plunkett Gate Valve Repair
- Any other business not reasonably anticipated

Public Comment

Adjourn

## **FINANCE COMMITTEE MEETING MINUTES / October 1, 2020 at 6:30pm**

Community Room downstairs, Town Hall

posted at 9:15am on 11/9/2020

Members	Absent	Other
Pike	Dick Scialabba, Select Board	Chris
Jim Chivers	Nancy Smith	
Russ Parks		
Mary Rice		
Bonnie Conner		
Heather Brown (remote)		

The meeting was opened at 6:35 pm.

A motion was made and seconded to accept the minutes of the September 3, 2020 meeting as written. The motion passed unanimously.

Chairman Galliher asked if everyone had reviewed the Expense Report and had any questions. Several members had noticed that the Sewer 1 full-time wage account was 50% expended. Chairman Galliher suspected that the wrong account number was used and that it is an error. He will get that answer for our next meeting.

Chairman Galliher announced that the pole has been removed, finally, at the intersection of Maple Street and Old Dalton Road. The final finish work will resume after Columbus Day.

Jim Chivers, School Building Committee, reported on the progress of the new school. Everything is on or ahead of schedule. So far, no contingency funds have been needed. He expressed concern that the new building will have all the necessary air filtering systems installed, due to the ongoing Covid-19 issue.

Bonnie Conner, Seven Town Advisory Committee, has to date, schedule no meeting.

Mary Rice had nothing new to report on the Water Sewer project as there have been no new meetings of the Commissioners.

Chairman Galliher announced the new tax rate has been set at \$14.33 per \$1000.00 valuation, an increase of \$1.12 over last year's. This is mostly due to the new school building, but most likely would have increased approximately \$.25 due to ongoing Town projects.

The cost of the repair of the gate valve at Plunkett Lake has been submitted to the Town's Insurance Company but no word back yet if they will cover it. The gate house had been broken into and the valve broken earlier this summer.

A motion was made and seconded to adjourn at 6:59 pm. The motion passed unanimously by roll call vote. The next regular meeting of this Committee is November 5, 2020 at 6:30 in the Community Room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

## **FINANCE COMMITTEE MEETING AGENDA / September 3, 2020, at 6:30pm**

Community Room, Downstairs, Town Hall

posted at 9:45 am on 8/31/2020

### **Call to Order**

- Review minutes from previous meeting
- Town Administrator Comments/Status – Mr. Graves
- Status of school building project – Mr. Chivers
- 7 Town Advisory Updates – Ms. Conner
- Sewer & Water Accounts Status – Ms. Rice
- Additional Vocational Student
- Free Cash Certification
- FY21 Finance Communications to Boards & Committees
- Committee Vacancy Status
- Any other business not reasonably anticipated

Public Comment

Adjourn

Public may attend meeting by phone: 413-449-5095; code 706954

## FINANCE COMMITTEE MEETING MINUTES / September 3, 2020 at 6:30pm

Community Room downstairs, Town Hall  
posted at 10am on 10/11/2020

Members	Absent	Other
Shaun Galliher		Bob Graves, Town Administrator
Chris Pike		Viv Mason, Select Board Chair
Jim Chivers		
Russ Parks		
Mary Rice		
Bonnie Conner (remote)		
Heather Brown		
Nancy Smith		

The meeting was opened at 6:32 pm.

A motion was made and seconded to accept the minutes of the August 6, 2020 meeting as written. The motion passed with one abstaining.

Bob Graves reported that there has been a delay in the work on Old Dalton Road due to the coordination of Eversource and Verizon to move the wires on the pole at the intersection of Maple Street. The base coat is down and paving will begin on Tuesday. They will be off for 3 weeks and then back on the project. There is an issue with the side drop off going down the hill and something needs to be done as it is steeper than anticipated.

The Schnopp Road project is moving ahead with the engineering. Bud Hall met with Warner Brothers concerning the condition of East Washington Road. It is their opinion it would be better to reclaim the blacktop and revert back to a dirt road. That would provide a better surface and be easier and less costly to maintain. The issue of the 22 or 26 culvert would still need to be addressed. Some are minor fixes, some are major.

The Gate Valve at Plunkett Lake has been tampered with and broken by an intruder into the gate house. The locks have since been replaced and the valve will be repaired. This did not cause any water to leak out of the dam. There has been a concern by residents that the dam is leaking because the lake is so low. This has been investigated and determined not to be the cause of the low water. There was not as much winter run off, the valve was fixed in May which caused some water drainage during that process, we did not have much rain, and the summer was hot creating more than usual evaporation.

The new Assessing firm is going well. Dick Scialabba, Select Board, was appointed temporary Assessor as a quorum is needed to sign documents and set the tax rate. Two of the previous Assessors had resigned which left one Assessor for the Town. Dick has had to take courses to qualify to do this even temporarily. The Assessing firm will be here Tuesday to put all the property valuations into the computer. The previous Assessors had not done that all year, and it needs to be completed. The on line access seems to be going well and they are making appointments to meet with residents in person to address any concerns or questions.

Russ Parks reported that Eversource has replaced the one missing light pole on Main Street, and repaired another one.

Bonnie Conner has not heard of any scheduled meeting of the Seven Town Advisory Committee. Mary Rice reported that the Water Sewer Commissioners held a meeting on August 27, 2020. Since she was unable to attend the first part of that meeting, she reported only on the part she attended. There was a proposal to eliminate the next meter charge of \$62.50 that would appear on the January 2021 billing and issue a credit to users. This would be the final payment on the five (5) year repayment schedule although there is now enough income from the meter charge, to pay off the loan. The loan however, cannot be paid off early and will be paid at the end of this fiscal year. There was a solid opposition to this proposal from residents that are all on the Water system. Their opinion was that the monies should stay in the Water Surplus Account for future replacement of the meters or any other project deemed necessary. Dave Prickett, the consultant hired by the Town, had put this plan together several years ago with the goal to get a health Surplus and possibly lower the annual rates paid by the users. The Commissioners took no vote on this issue.

Mary also reported that after the deadline of August 9th to pay the Water Sewer bill, 140 are past due. \$4,120 was added to their bills in penalties and the amount now due with penalties is \$74,392.78. At the end of FY20 (June 30, 2020) 37 residents had outstanding balances totaling \$31,584.08. This amount went into tax lien and will appear on their FY2021 tax bills for collection.

Bob Graves reported that the new chipper, authorized at the ATM, will be delivered tomorrow.

Jim Chivers, School Building Committee, reported that the project is moving along. All underground plumbing, grading, sidewalks, curbing and parking lot are near completion.

Bob Graves had received the list of Vocational students from the CBRSD office. Several students were listed for more than one school, one student is no longer attending a Vocational school, and the student that was discussed at a recent Select Board meeting had been on the list originally. Bob notified the parent of this student that he has been approved to attend this year. There were 12 students budgeted for, and we now have 10. It is his understanding that they will start in person, with alternate classroom and shop days.

Chairman Galliher reported that Free Cash has been certified at \$482,510.00.

Bob Graves reported that a large tree came down in the Maple Street Cemetery and the monies in the Perpetual Care account were used to remove it.

Chairman Galliher and Bob Graves reported that there have been no responses to the vacancy on our Committee to date.

Bob Graves said the appraisal firm hired for the utility company is moving forward. The vacancy on the Highway Department has two applicants that will be interviewed this week. Heather Brown reported that the Fire Department was unable to secure the Grant for the Tanker but can apply again next year. The award of the grant is based on the number of calls to the department and it was just shy of that threshold.

A motion was made and seconded to adjourn at 7:23 pm. The motion passed unanimously by roll call vote. The next regular meeting of this Committee is October 1, 2020 at 6:30 in the Community Room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

## **FINANCE COMMITTEE MEETING AGENDA / August 6, 2020 at 6:30pm**

Community Room, Downstairs, Town Hall

posted at 1:30pm on 8/3/2020



Please note: This is a hybrid meeting, with attendance both on-site and via telephone/conference call. To join by phone, please dial 413-449-5095; and then enter code 706954. You will be asked to identify yourself for the minutes.

### Call to Order

- Review minutes from previous meeting
- Town Administrator Comments/Status – Mr. Graves
- Status of school building project – Mr. Chivers
- 7 Town Advisory Updates – Ms. Conner
- Sewer & Water Accounts Status – Ms. Rice
- FY20 Budget Final Results
- FY21 Finance Communications to Boards & Committees
- Committee Vacancy
- Approval of annual dues for Assoc. of Town Finance Committees
- Any other business not reasonably anticipated

### Public Comment

### Adjourn

## FINANCE COMMITTEE MEETING MINUTES / August 6, 2020 at 6:30pm

Community Room downstairs, Town Hall

### Members

Shaun Galliher  
Adams  
Chris Pike  
Jim Chivers  
Russ Parks  
Mary  
Rice

### Absent

Nancy Smith  
  
Heather Brown

### Others

Jack

Bonnie Conner

The meeting was opened at 6:35 pm.

A motion was made and seconded to accept the minutes of the July 2, 2020 meeting as written.

The motion passed unanimously.

Chairman Galliher reported that the Old Dalton Road project is progressing on schedule and is going well.

Jim Chivers, School Building Committee, reported that the highest beam was placed on the new school building, with a small ceremony of invited guests. Chairman Galliher pointed out that although he did receive an invitation to attend, our Select Board did not. The Committee was clearly disappointed that our Town Select Board was not asked to be there.

Mary Rice reported that the Water Department current Continuous Leak Report had more people on it than the previous one. It is expected that will be corrected when the Commissioners notify

the residents that they have a leak. The numbers of residents on the Water and Sewer system are as follows:

Water	322
Sewer 1	306
Sewer 2 (Beachwood)	28
Sewer 3	339

Boris will be sending her the number of residents that have outstanding balances next week, after the deadline for paying the bill. She will have that report for our next meeting.

Chairman Galliher reported that Bud Hall has ordered the new truck and chipper that were funded at the ATM. Unfortunately, the chipper is not here yet, which was clearly needed after this last storm.

The Committee discussed drafting up procedures for the Reserve Fund, and posting them to the Web site. Chairman Galliher also reported that he has not seen a posting on the Web for the vacancy on our Committee due to Dick Scialabba leaving for his elected post on the Select Board. He will contact the Select Board again.

A motion was made and seconded to approve payment of the yearly fee for membership in the Association of Town Finance Committees. The motion passed unanimously.

The Committee discussed an email from the Select Board regarding adding a vocational student that very recently applied. It is the position of the Committee not to approve this because it was not submitted by the March deadline to apply, and the April 1 deadline for approval by the School District. There has been a long established process, some are noted above, for this to qualify for approval. It appears, in the application, that many of these steps were not taken. These deadlines allow us to include the costs in our ATM budgets. Chairman Galliher will ask for some clarification from the Select Board. Because this was not on our agenda we were not able to take a formal vote.

A motion was made and seconded to adjourn at 7:17 pm. The motion passed unanimously by roll call vote. The next regular meeting of this Committee is September 3, 2020 at 6:30 in the Community Room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

## **FINANCE COMMITTEE MEETING AGENDA/ July 2, 2020 at 6:30pm**

Community Room downstairs, Town Hall

posted 1:45pm 6/29/2020

### **Teleconference**

Call to Order

- Reorganization of the Committee
- Review minutes from previous meeting
- Town Administrator Comments/Status – Mr. Graves
- Status of school building project – Mr. Chivers
- 7 Town Advisory Updates – Ms. Conner
- Sewer & Water Accounts Status – Ms. Rice & Mr. Parks
- FY21 Annual Town Meeting Results
- FY20 Reserve Fund Transfer (Street Lights) and others if necessary

- FY20 Budget Final Results
- FY21 Finance Communications to Boards & Committees

Public Comment

Adjourn

Public may attend meeting by phone: 413-449-5095; code 706954

## FINANCE COMMITTEE MEETING MINUTES / July 2, 2020 at 6:30pm

Community Room, Town Hall

posted 5:50pm 8/9/2020

Members	Absent	Other
Shaun Galliher	Nancy Smith	Viv Mason, Select Board Chair
Chris Pike		Ray Bolduc, Select Board
Jim Chivers		Bob Graves, Town Administrator
Russ Parks		Lynne Baumgartner, Administrative Asst.
(remote)		Heather Brown
Mary		
Rice		

Bonnie Conner

The meeting was opened at 6:40 pm.

A motion was made and seconded to accept the minutes of the June 4 and June 18, 2020 meetings as written. The motion passed unanimously.

Chairman Galliher announced that we need to do our annual re-organization the Committee. A motion was made and seconded to nominate Shaun Galliher, Chairman. The motion passed unanimously. A motion was made and seconded to nominate Mary Rice as Secretary. The motion passed unanimously. A motion was made and seconded to nominate Heather Brown as Vice Chairman. The motion passed unanimously. All accepted their position.

Bob Graves reported that he received a resignation letter from Assessors Peter Persoff and Dick Roussin. Assistant Assessor, David Zagorski, was not reappointed, his last day was June 30, 2020. The Select Board met with our new Assessing firm on Wednesday, July 1, 2020 and the meeting went very well. They will be getting the website up and running very soon.

Bob Graves presented a request to pay David Zagorski a months pay. Viv and Bob explained that if it were not for Covid-19 delaying the Annual Town Meeting from the middle of May until June 24, 2020, Dave would have been notified immediately after that meeting when the funding for his position was not approved by Town Meeting vote. A motion was made and seconded to approve a transfer of \$1,185.60 from the Assessors Expense, and the balance of \$2,373.40 to be line item transferred possibly from the Library Assistants salary account to the Assessors Salary Account. This would be a one time only occurrence due to the unusual circumstances caused by the Covid -19 pandemic. The motion passed with one opposed.

Jim Chivers, School Building Committee, reported that progress is actually ahead of schedule because the school has been closed and there is limited traffic. He gave some detail on that progress to the Committee.

Mary Rice reported on the Water Sewer status. The Water Sewer Commissioners (currently the SB members) met on January 24, 2020 and voted to send letters to residents listed on the monthly Continuous Leak Reports, that they are now notified of this and must correct it or will face a fine. Over the past three to four years has been up to 35 on the monthly report, and since letters went out it is now down to 5 or 6. This report is generated by a continuous flow through the water meter. It could be a leaky toilet or faucet causing this and does not indicate an excessive amount.

The Water Sewer Commissioners met again on June 10, 2020 and appointed Scott Forgey to replace Dalton Noel who left for another job. At this meeting they also approved an abatement for Camp Emerson of \$4k. This was due to a sizable leak at the Camp, that would have been noticed quicker had it not happened during the annual flushing of hydrants. This was the amount requested by the Camp that was not the full amount generated by the leak.

Mary will give an overview of this ongoing project concerning improvements and rate structure, at our next meeting and will update monthly as information is generated. This project involves approximately 700 residents and the Finance Committee should be informed on a regular basis. If there is a failure of the users to pay for these systems, the burden will fall on the entire Town.

Bonnie Conner, our Finance Committee representative on the 7 Town Advisory Committee, has not yet been notified of a meeting.

Chairman Galliher reported that Charlie Brown, Town Accountant, is working on the end of the year reports. There has been one request for a Reserve Fund Transfer for a deficit in the Streetlights Account. A motion was made and seconded to approve a Reserve Fund Transfer for \$1,000. into the Streetlights Account. The motion passed unanimously.

Chairman Galliher is going to provide information on the description and rules for the Reserve Fund and distribute it to every department. It will also be posted on the Town Website.

Chairman Galliher accepted the resignation of Dick Scialabba from the Committee. Dick was elected as a member of the Select Board at the election on June 27, 2020. He will notify the Select Board of the vacancy and we will encourage anyone interested to apply to the Select Board or Finance Committee. This will be an appointment to a one year term to fill the vacancy and that person will be up for election next May.

Viv reported the Select Board had received a letter from Al and Tracy Lussier offering to pay the \$300.00 increase in the CSX rental property for the next two (2) years. It was also reported that Gaston Robert, who installed the Gazebo, said it would fall apart if anyone attempted to relocate it to the Plunkett Lake beach, as had been discussed in previous meetings.

Chairman Galliher read a letter the Committee received from Dick Roussin regarding the change in the structure of the Assessors office.

The next scheduled meeting of this Committee is August 6, 2020. A motion was made and seconded to adjourn at 7:25 pm. The motion passed unanimously.

Respectfully submitted, Mary A. Rice, Secretary

## **FINANCE COMMITTEE MEETING AGENDA/ June 18, 2020 at 6:30pm**

Community Room downstairs, Town Hall

posted 4:05pm 6/15/2020

**Teleconference**

Call to Order

Reserve Fund Transfer Request – FY20 Police Wages

Public Comment

Adjourn

Public may attend meeting by phone: 413-449-5095; code 706954

## **FINANCE COMMITTEE MEETING MINUTES / June 18, 2020 at 6:30pm**

Community Room, Town Hall

posted 3:50pm 7/3/2020

### **Members**

### **Absent**

### **Other**

Shaun Galliher

Nancy Smith

Viv Mason, Select Board Chair

Chris Pike

Jim Chivers

Russ Parks

Heather Brown

Mary

Rice (remote)

Bonnie Conner (remote)

Dick Scialabba

The meeting was opened at 6:33 pm.

Chairman Galliher explained the request for a Reserve Fund Transfer of 11K to cover Police Department Asst. Salaries. Primarily this is due to unforeseen expenses such as the turn over in the department that required additional training. Another factor is an item in their contract that adds a stipend for an officer getting additional educational degrees.

A motion was made and seconded to approve a Reserve Fund Transfer of 11k to the Police Department Assistant Salaries Account. The motion passed unanimously by a roll call vote.

A motion was made and seconded to adjourn at 6:44 pm. The motion passed unanimously by roll call vote.

Respectfully submitted, Mary A. Rice, Secretary

## **FINANCE COMMITTEE MEETING AGENDA/ June 4, 2020 at 6:30pm**

Community Room downstairs, Town Hall

posted 1:30pm 6/1/2020

### **Teleconference**

Call to Order

Review minutes from previous meeting

Town Administrator Comments/Status – Mr. Graves

Status of school building project – Mr. Chivers

FY21 Budget Discussions and Recommendations for Annual Town Meeting

Public Comment

Adjourn

Public may attend meeting by phone: 413-449-5095; code 706954

## FINANCE COMMITTEE MEETING MINUTES / June 4, 2020 at 6:30pm

Community Room, Town Hall

posted 3:00pm 7/3/2020

Members	Absent	Other
Shaun Galliher Chair	Chris Pike	Shaun Viv Mason, Select Board
Nancy Smith (remote)		Bob Graves, Town Administrator
Jim Chivers		Rich Kardasen, Select Board (remote)
Russ Parks (remote)		Lynne Baumgartner, Admin
Assnt		Heather Brown
Mary Rice (remote)		
Bonnie Conner (remote)		
Dick Scialabba (remote)		

The meeting was opened at 6:32 pm.

A motion was made and seconded to accept the minutes of the May 21, 2020 meeting as written. The motion passed unanimously by roll call vote.

Bob Graves reported the construction on Old Dalton Road has begun this week, starting at Maple Street end. One issue arose about a culvert near the Dalton Town line that is not on the original engineering drawing. That is being looked into by all parties involved.

Jim Chivers, member of the School Building Committee, reported the progress on the new building. There are no issues and work is progressing. The workers are adhering to the Covid-19 guidelines. According to Tom Callahan, they may be making changes to the design of the building due to the Covid-19 issues. No interior work will be done until winter, but talks are now underway.

Chairman Galliher announced that the Seven Town Advisory Committee has been re-activated. Viv Mason, Select Board Chair, is now a member and they are looking for a member of the Finance Committee. We have one member that will consider joining that committee.

Chairman Galliher and the Committee reviewed and discussed each article on the ATM Warrant. All articles were approved by the Committee except for a section of Article #4., the CBRSD Assessment. This is an increase of approximately 100K over last year's assessment. A motion was made and seconded not to recommend the assessment. The motion passed by a roll call vote with seven (7) yes, and one (1) no. Chairman Galliher noted that the Select Board will vote on all the Warrant Articles at their next meeting on Wednesday, June 8, 2020.

Bob Graves reported that our School Committee Representative, Dick Peters, will attend that meeting with, and introduce, our new Superintendent.

Chairman Galliher and Bob Graves will work on a handout for the ATM with explanations on several articles. This may be posted on the website to give all voters time to review the Warrant Articles, and the explanations ahead of the meeting.

Our next meeting will be the Annual Town Meeting scheduled for Wednesday, June 24, 2020 at 7:00 pm in the Kittredge School gymnasium. Bob Graves will post Covid-19 guidelines on the website next week. Everyone will be required to wear a mask and social distance, and the gym will be set up accordingly. Our Board of Health agent, Fred Sears, will work with Bob on those guidelines.

Chairman Galliher will call another meeting if it is needed, before the ATM. The next regular scheduled meeting of this Committee is Thursday, July 2, 2020 at 6:30 pm. In the Town Hall Community room.

A motion was made and seconded to adjourn at 7:46 pm. The motion passed unanimously by roll call vote.

Respectfully submitted, Mary A. Rice, Secretary

## **FINANCE COMMITTEE MEETING AGENDA/ May 21, 2020 at 6:30pm**

Community Room downstairs, Town Hall

posted 3pm 5/18/2020

### **Teleconference**

Call to Order

Review minutes from previous meeting

Reserve Fund Transfer Request - Medicare

Town Administrator Comments/Status – Mr. Graves

Status of school building project – Mr. Chivers

FY21 Budget Discussions

Public Comment

Adjourn

Public may attend meeting by phone: 413-449-5095; code 706954

## **FINANCE COMMITTEE MEETING MINUTES / May 21, 2020 at 6:30pm**

Community Room, Town Hall

posted 7:50pm 6/5/2020

### **Members**

t

### **Other**

### **Absen**

Shaun Galliher

Chair

Nancy Smith (remote)

Jim Chivers

Russ Parks (remote)

Heather Brown

Mary

Rice (remote)

Viv Mason, Select Board

Bob Graves, Town Administrator

Rich Kardasen, Select Board (remote)

Ray Bolduc, Select Board (remote)

Bonnie Conner (remote)

Dick Scialabba (remote)

Chris Pike (remote)

The meeting was opened at 6:30 pm.

A motion was made and seconded to accept the minutes of the May 7, 2020 meeting as written. The motion passed by roll call vote, with one abstaining.

Chairman Galliher presented a request for a Reserve Fund Transfer, submitted by Diane Sturtevant, Town Treasurer. The request is for a transfer of \$1,500.00 to cover additional



Medicare costs incurred by detail officers. This money will be recouped with the 10% administrative fee charged to the company or companies requesting the detail officers. The motion was made and seconded to approve this transfer and it passed by a roll call vote with one abstaining.

Bob Graves reported that the Town is able to sign up for the Cares Act reimbursement for Covid-19 related expenditures up to \$160,020.

Bob Graves reported that the Town of Adams will apply for a Community Block Grant that will be available to local private businesses. They will include Hinsdale in this application. He encourages private business owners to check out the Town of Adams website for more information.

Bob had additional information on the Liability Insurance offered by MIIA and VFIS. Originally the cost was the same but subsequently MIIA lowered their price by \$2,025.00. There is a difference in coverage as well. MIIA will not cover Firefighters over the age of 70yrs, VFIS will cover them, but not the Town. The Committee discussed the options but took no vote at this meeting.

Dick Scialabba reported that there is no good news on the Grant application for the Fire Department Tanker, but also that no decision has yet been made.

Jim Chivers, member of the School Building Committee, went over the report sent by Tom Callahan. There have been no recent meetings, but one is scheduled for some time in June.

Bob Graves reported an agreement with Dufour on the Vocational Transportation of 25% of the total for the remainder of the year.

The proposal for switching to an outside Assessing firm will cost approximately 74K compared to approximately 90K to keep as is, which is a significant savings to the Town.

State Aid for next year is anticipated to be reduced by 10% or 40K and will be a tough year financially. On the up side, anticipated revenue from several projects in town (solar and cannabis) may ease that somewhat.

Bob Graves reported that the issue of selling the Old Town Hall, or not, will not be on this Town Warrant mainly due to the Corona Virus issue. He would like the public to have a conversation about it and be fully informed before a vote is taken.

Chairman Galliher reported that we will discuss and vote on the CBRSD budget at our next meeting. It has been reported that Dalton Finance Committee recommended to level fund it. Our assessment increased about 100K from last year's.

Bob Graves reported that our Annual Town Meeting is Wednesday, June 24th, and many precautions will be taken to insure everyone is protected as much as possible against the spread of the Corona Virus. The State has exempted towns from the 10 person rule for gatherings. He also said the Warrant must be posted by June 8th or 9th.

The Committee discussed the new school being built for the new normal of social distancing. There will be no interior work until Winter, and it is unclear as to how this will proceed.

The next scheduled meeting of this Committee is Thursday, June 4, 2020 at 6:30 pm. In the Town Hall Community room.

A motion was made and seconded to adjourn at 7:55 pm. The motion passed unanimously by roll call vote.

Respectfully submitted, Mary A. Rice, Secretary

**FINANCE COMMITTEE MEETING AGENDA/ May 7, 2020 at 6:30pm**



Community Room downstairs, Town Hall  
posted 3pm 5/4/2020

### **Teleconference**

Call to Order

Review minutes from previous meeting

Review Accountants Report

Town Administrator Comments/Status – Mr. Graves

Status of school building project – Mr. Chivers

FY21 Budget Discussions

Public Comment

Adjourn

Public may attend meeting by phone: 413-449-5095; code 706954

## **FINANCE COMMITTEE MEETING MINUTES / May 7, 2020 at 6:30pm**

Community Room, Town Hall  
posted 7:50am 5/23/2020

Members	Absent	Other
Shaun Galliher Chair	Heather Brown	Viv Mason, Select Board
Nancy Smith (remote)		Bob Graves, Town Administrator
Jim Chivers		Rich Kardasen, Select Board
Russ Parks		Ray Bolduc, Select
Board (remote)		
Mary Rice (remote)		Lynne Baumgartner, Admin. Asst
(remote)		
Bonnie Conner (remote)		
Dick Scialabba (remote)		
Chris Pike		

The meeting was opened at 6:30 pm.

A motion was made and seconded to accept the minutes of the April 30, 2020 meeting as written. The motion passed by roll call vote, with two (2) abstaining.

Chairman Galliher went over Charlie Brown's Expenditure Report noting a few items such as;

Town Hall Renovations – work yet to be done on columns outside the PD, sign outside.

Health & Life Insurances - possible over by 10K, may need transfer

Medicare – also may need transfer to cover (but will be recouped with 10% charge) due to outside detail by PD.

All other accounts seem to be in line with expected.

Bob Graves reported that the ATM and Election may need to be rescheduled to the end of June, not sure at this point where any of the Towns stand with this issue. Waiting on the State to set guidelines. Still wanting to hear about our request for extension on recapping the Landfill.

Bob and the Committee discussed complicated issues with Ipswich Pharmaceuticals. The company has changed ownership, but the same people are running it. Planning Board is looking into all this as far as permits, Host Community Agreements and related issues.

Bob reported that two or three months ago the Solar Farm on Old Dalton Road was moving ahead, but has not heard anything from them recently.

Jim Chivers, member of the School Building Committee, referred to Tom Callahan's report on the progress so far. There also have been no safety issues in the last 38 days. They are a bit ahead of schedule because there is no school in session and less public traffic.

Chairman Galliher reported that we will have a budget in place, and we can discuss the school budget at our next meeting. The Committee discussed the school issue and raised a concern that we may have a new school building but are unable to use it due to the future possibility of social distancing, block scheduling and virus-related issues. Viv Mason suggested that they leave the old building there as they may indeed need it in the future.

Bob Graves reported that he has not heard back from Dufour, although he calls constantly and leaves messages, concerning our Vocational Transportation bill.

Bob Graves reported that the Town has received the check for the copier of \$14,194. that Lynne was able to secure through a Grant. The Town officials and the Finance Committee extended their appreciation to Lynne for all her hard work in getting this Grant.

The next scheduled meeting of this Committee is Thursday, May 21, 2020 at 6:30 pm. In the Town Hall Community room.

A motion was made and seconded to adjourn at 7:12 pm. The motion passed unanimously by roll call vote.

Respectfully submitted, Mary A. Rice, Secretary



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

## FINANCE COMMITTEE MEETING MINUTES April 30, 2020 at 6:30pm

Community Room - Downstairs

posted 7:50am on 5/23/2020

Members	Absent	Other
Shaun Galliher	Chris Pike	Viv Mason, Select Board Chair (remote)
Heather Brown	Nancy Smith	Bob Graves, Town Administrator
Jim Chivers		Rich Kardasen, Select Board
Russ Parks		Ray Bolduc, Select Board (remote)
Mary Rice (remote)		Lynne Baumgartner, Admin. Asst (remote)
Bonnie Conner (remote)		
Dick Scialabba (remote)		

The meeting was opened at 6:31 pm.

A motion was made and seconded to accept the minutes of the April 16, 2020 meeting as written. The motion passed unanimously by roll call vote.

Chairman Galliher reported that the pump station at Lenore needs a pump replaced, and has been ordered by Bud Hall. Bud also will replace the other pump at that station, in July.

Chairman Galliher reported that Highway wages are increased by 3%, 20 hours OT has been added for summer and winter, and the Water Sewer wages have been broken out of the Highway budget as they are paid exclusively by Water Sewer users. The Water Sewer department will need a part time seasonal worker and Pete Sullivan's hours have been increased.

The hours for the Water Sewer Administrator, Boris Basora, are set at 5 hours per week, per year. It is recognized that some weeks will be more, and some will be less, but that should average out to the 5 hrs.

Chairman Galliher said Vocational transportation costs have not been given for Taconic yet and Bob will try to get that figure. Rollover accounts will be put in the spreadsheet and will not hit the tax rate. Chairman Galliher talked about insurances and that the current quotes do not address the over 70 issue with the firefighters. One quote will insure the firefighters but the Town will still be liable.

The Committee discussed the engineering for the Schnopp Road project (80K) that will come out of the Road Stabilization Account. The question is, should we proceed or not given that the

State will most likely not be doing any grants at this time. The consensus was that we should go forward with the Engineering and be "shovel ready" when the State decides to consider doing Grants again. We would have a better chance at obtaining the Grant if the engineering was complete, which should be good for 3 to 5 years. The Mass Works TIPS program will most likely be delayed also.

Chairman Galliher and the Committee discussed the CBRSD budget. Dalton Finance Committee voted to level fund their budget. Ours increased by 100K, that we would save if we also voted to level fund. No decision was made at this time. Viv reported that Joe Diver, Dalton Select Board, wants to bolster up the 7 Town Advisory Committee to where it used to be, separate from the School Committee and bring it back to representing the Towns. Viv feels this is a positive step

in the right direction.

Chairman Galliher reported that while CBRSD holds the contract for bussing within the District, the Towns individually contract for the Vocational Transportation currently with Dufour. Peru Select Board received an opinion from KP Law, which also represents Hinsdale, that if service is not provided, there is no obligation to pay. Bob Graves has made numerous attempts to contact Dufour, but has not yet heard back. We expect a significant reduction in that bill for the Town. CBRSD however, will most likely put that savings into the E&D account for future expenditures.

Chairman Galliher reported that the State is telling Towns to put Capital Projects on hold and therefore our request to delay the landfill capping for two years may be approved. We will know soon if our request was granted.

There is still discussion with the Select Board on possibly delaying the Town Meeting and Election until later in June. It is currently set for June 10 and June 13 respectively. We are waiting to hear from the Governor as all Massachusetts Towns are in the same boat.

Chairman Galliher said he will send out an updated spreadsheet for our next meeting. We also should have Charlie Brown's report for that meeting.

A motion was made and seconded to adjourn at 7:17 pm. The motion passed unanimously by roll call vote. The next scheduled meeting of this Committee is Thursday, May 7, 2020 at 6:30 pm. in the Town Hall Community Room.

Respectfully submitted, Mary A. Rice, Secretary



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

## SELECT BOARD & FINANCE COMMITTEE JOINT MEETING MINUTES April 16, 2020 at 6:30pm

Community Room – Downstairs

posted 2:10pm on 5/2/2020

### Teleconference

#### Members (all remote)

Shaun Galliher

Bonnie Conner (remote)

Chris Pike (remote)

Russ Parks (remote)

Mary Rice (remote)

Jim Chivers

Nancy Smith (remote)

Heather Brown

Dick Scialabba (remote)

#### Others

Viv Mason, Select Board Chair

Bob Graves, Town Administrator

Rich Kardasen, Select Board

Ray Bolduc, Select Board

Lynne Baumgartner, Admin. Assistant

The meeting was opened at 6:38 pm.

A motion was made and seconded to accept the minutes of the April 2, 2020 meeting as written. The motion passed by roll call vote, with one abstaining.

Chairman Galliher reported that the Vocational Tuition rate is a bit higher at \$18,400 per student. Currently we have 12 students but no breakdown as to what school they are attending. The District has extended the deadline from April 1, to May 1, for enrollment, and will notify the Town 10 days from that date.

Chairman Galliher went over the spreadsheet sent out to all members, and updated the figures as necessary. Accounts discussed are as follows;

- CSX property rental, increased by \$240.00

- Administrator salary increase to put it in line with Highway and Police

- Administrative Assistant – 3% increase

- Assessors – \$5,615 left it there with the possibility of reduction, also some increase in General Expense and Vision Software maintenance.

- Treasurer/Tax Collector – some accounts will be rolled over

Town Clerk records will be funded out of Free Cash.

Economic Development should be re-titled for Web Manager

IT remains the same

PD Chief Salary increase driven by the Quinn Bill that was previously adopted by the Town, granting an increase based on an additional education degree

- PD assistants increase is contractual

- Fire Department Chief salary as requested by Chief Cormier

- FD physicals will be an ongoing expense now, every year, raise and appropriate

CBRSD Budget is not being recommended by the Dalton Finance as theirs increased. We are not in that position, but are not enthusiastic about their budget. There “should be” a surplus this year because of being closed, but we shall see what they do.

Water/Sewer salary accounts will be ready for our next meeting. Dalton Noel has resigned and the advertisement for his replacement is already out. Highway will cover it for now.

Highway Superintendent salary increase

Bob Graves updated the Committee on the Transfer Station capping issue. He will proceed with a request for an extension if that's what we want to do. Currently it is very complicated involving the material to be used. Although we have decided to use the material in the road on Bullards Crossing, many issues still need to be worked out. If we do get an extension, we can put this off to next years Town Meeting.

Dam Inspections need to be completed this year (every 2 years)

Plunkett Lake settling pond was not done this year, funds will be rolled over

Library increase is due to minimum wage increased, a slight raise for assistants, and increased hours for the Director

Community Center Repairs are not completed yet, Bob will contact Dick Eastland

County Retirement, Health/Life insurance, Medicare and Liability costs are pending

Plunkett Lake Beach has money left for the survey estimated to be \$8K. Permits are good for 3 years. No major work is planned for this year

Winter Roads overrun is estimated to be \$52K.

Fuel Meter – possible look for a grant, if we don't get one, do it next year

Capital Plan – DPW truck and chipper are included

Mounting hardware for the cruiser is included as requested by Chief Rathbun

Fire Department tanker - \$20K needed to match a grant (if we are awarded it)

Sewer Truck – at least 2 years down the road, Sewer expenses are level funded, we are waiting on numbers on Surplus accounts

Assessors portal, one-time expense

Christmas decorations – Lynne has looked into this and estimates \$300. as the old ones are no longer usable

Utility Assessment - \$6,800 might go down if other Towns join us

\$80K for Engineering on the Schnopp Road Project (out of Roads Stabilization). If we have the Engineering completed, we have a better chance of getting the Grant. Highway Superintendent Bud Hall has someone that can patch the worse parts temporarily.

Chairman Galliher summarized that we have \$60 left in Free Cash, if we do need the \$20K for the Fire Department Tanker, that leaves us with \$40K in Free Cash.

Bob Graves reported that Peru has been looking into the Vocational Transportation issue of possible adjustments from the Contractor Dufour Inc. due to the service not being required or provided due to the pandemic.

A motion was made and seconded to adjourn at 7:43 pm. The motion passed unanimously by roll call vote. The next scheduled meeting of this Committee is Thursday April 30, 2020 at 6:30 pm. In the Town Hall Community room.

Respectfully submitted,

Mary A. Rice, Secretary



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

## FINANCE COMMITTEE MEETING MINUTES April 8, 2020 at 6:30pm

Community Room – Downstairs

posted 12:10pm on 4/27/2020

A motion was made and seconded to accept the amended minutes of the March 7th, 2020, and March 19th 2020 meeting as written. The motion passed unanimously through roll call. none opposed.

Chairman Galliher asked about the March expense reports any questions or comments. Expense reports are running as expected.

Chairman Galliher addressed select board member Viv Mason and Town Administrator Bob Graves about the possibility of changing the date of the annual Town meeting due to the Covid-19 pandemic and the encouragement of social distancing. Dates are proposed are June 10 for the annual Town meeting and elections June 13, waiting on the state legislation to confirm and pass final approval that the Town can change the dates.

Administrator Graves suggests a Joint meeting between Finance and Board of Selectman on May 28 to finalize and indorse the town budget. The Board of Selectman would then write and submit the warrant to town legal department for the proposed upcoming Town meeting.

Administrator Graves reported that The Old Dalton Road project went out to bid on April 2, 2020, received eight (8) bids.

The Committee continued the FY 2021 Budget review process. Administrator Bob Graves reported we haven't received the vocational tuition numbers, but have received the transportation and that is reflected in our current budget. The Transfer Station capping engineering estimate which is being considered conservative is \$492,000 over \$200,000 that is for impervious soil. Bob Graves will share the breakdown of the estimate with the Committee once it is final. Bob has made a recommendation that we ask the DEP to postpone the dead line, which is the fall of 2020, by two (2) years due to the cost of the project.

Chairman Galliher asked about The Highway Superintendent Bud Hall's request to hire one additional employee to be deferred for one year. Due to an employee not retiring, the possibility of the transfer station project being postponed and suggested research dealing with the water system that would change the requirements of a new hire.

Chairman Galliher reported on the town wide mowing. Two (2) bids came in, Gary Daniels and Reliable Yard Work. Gary Daniels bid was accepted.

Administrator Graves reported on the transportation cost for the vocational schools, increased \$9 per day per child. \$196.02 to McCann and \$209.12 to Smith and Dufour was the only bidder.

Chairman Galliher suggested that we go through the capital request as previously discussed. Fire Department request for physicals is going to be recurring and become part of the budget and will not be coming out of free cash, Clerk request for \$12,840 would get the records up to the year 1999, over the next two (2) years, appropriate \$10,000 each year to get the clerk's records current. Infrastructure engineering becoming a recurring expense, still out of free cash this year. DPW fuel metering project is being put thru the grant process. Wood chipper and truck was agreed upon. Police Computers will be coming out of the IT budget. Police request for the cage in the cruiser for \$3,900. The \$20,000 for tanker for the Fire Department will be dependent on the department getting the grant approval. \$41,100 for Turnout gear which was agreed upon. \$750 for an independent utility appraiser that was agreed upon. Free cash stands at \$390,000 right now, that would use \$310,000 with a reminder of \$80,000 that we could put towards stabilization.

Administrator Bob Graves inquired about the funding of the possible outside assessing firm's onetime

expense for the portal/changing of the space. Chairman Galliher did support that the expense could out of free cash. Winter Roads overrun is assumed done at \$53,100

The next meeting of this Committee is April 16, 2020 at 6:30 pm. In the Town Hall downstairs Community Room. A motion was made and seconded to adjourn at 7:24. The motion passed unanimously with a roll call vote.

Respectfully submitted, Heather Brown





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

## **SELECT BOARD & FINANCE COMMITTEE JOINT MEETING MINUTES March 19, 2020 at 6:30pm**

Community Room – Downstairs

posted 9:50pm on 4/02/2020

### **FINANCE COMMITTEE & SELECT BOARD / March 19, 2020 at 6:30pm**

#### **Members**

Shaun Galliher

Bonnie Conner

Chris Pike (by remote)

Russ Parks (by remote)

Mary Rice

Jim Chivers

Heather Brown

Dick Scialabba (by remote )

#### **Absent**

Nancy Smith

#### **Select Board**

Viv Mason, Select Board Chair

Bob Graves, Town Administrator

Rich Kardasen, Select Board

Susan Rathbun, Police Chief (remote)

This joint meeting was opened at 6:30 pm.

Chief Rathbun went over her budget proposal that had been submitted. Chairman Galliher asked about the request for computers that was included in her budget, as the Town has a program in place, to periodically replace computers in Town Hall. They will be checking with the IT department to clarify this.

Bob Graves reported that CBRSD adopted budget is \$269,239. Capital is \$235,595. Our assessment went down to \$2,431,474. Bob also reported that Dave Stuart, Beach Committee, said they are not going to do anything major at the beach this year, other than some sand and signage. All permits from Conservation are in place for the Transfer Station capping, and he is seeking quotes for the materials needed. The Old Dalton Road project is out to bid with April 2, 2020 being the opening of them. Since the Government has modified rules on meetings that do not allow public participation, they will still open the bids and post them on the web site.

The engineering estimate for the “Schnopp Road” project is 32K – 45K which would be paid out of the Roads Stabilization fund. This could be completed before August 1 of this year. This is called the “Schnopp Road” project as it includes parts of Old Windsor Road (from the Dalton Town Line), Frank Schnopp Road, portion of New Windsor Road, and George Schnopp Road. Chairman Galliher discussed the proposal from Regional Resource Group, Inc. for Assessor services. He asked that everyone review the proposal and get back to him with any questions by Monday. He, Bob and Viv will get the answers to any questions the Committee may have.

Chairman Galliher reported the bids for Vocational Transportation will be in next week, as well as the Town Mowing bids. He reviewed Landfill Recapping, Insurances, Water/Sewer, Heating and Cooling, and Green Community. Plunkett Lake has about 10K left in the account that could be used for sand as requested. He also reported that Winter Roads is over by 35K, much less

than last year. The Fuel Meter requested could possibly be paid for by a Grant and Bob will be looking into that. Physicals for the Fire Department must now be done every year, and the Department is in need of new turn out gear.

Bob said the survey for sidewalk clearing is all over the place, with no consensus. He also mentioned that very few residents responded.

A motion was made and seconded to accept the minutes for March 5, and March 7, 2020. The motion passed with a roll call vote, none opposed.

The next meeting of this Committee is April 2, 2020 at 6:30 pm. In the Town Hall downstairs Community Room. A motion was made and seconded to adjourn at 7:46. The motion passed unanimously with a roll call vote.

Respectfully submitted, Mary A. Rice, Secretary



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

## **SELECT BOARD & FINANCE COMMITTEE JOINT MEETING MINUTES Amended March 7, 2020 at 8:30am**

Community Room – Downstairs posted 9:30pm on 4/02/2020

### **Members**

Shaun Galliher

Bonnie Conner

Chris Pike

Russ Parks

Mary Rice

Jim Chivers

Nancy Smith

Heather Brown

Dick Scialabba (by remote participation)

### **Absent**

Ray Bolduc, Select Board

### **Select Board**

Viv Mason, Select Board Chair

Bob Graves, Town Administrator

Rich Kardasen, Select Board

This joint meeting was opened at 8:38 am. The Committee and Select Board reviewed budget requests, and asked questions of the department heads present. The following department heads attended, at their scheduled time, to explain and answer questions about their budget requests to both boards

Fire Department -Fire Chief Ralph Cormie, Larry Turner, and Dick Scialabba by remote

Water/Sewer – Highway Superintendent Bud Hall

Highway – Superintendent Bud Hall

Assessors – Dave Zagorski, Assistant Assessor and Dick Roussin, Peter Persoff Assessors

Library – Director Tom Butler and Trustee Jim Manning

Tax Collector/Treasurer – Diane Sturtevant

Town Clerk -Dawn Frissell, Clerk, and MaryLou Galliher

All other budget requests were presented by Bob Graves and Viv Mason. A meeting is scheduled on the 19th with Police Chief Susan Rathbun, and Officer Elizabeth Zip, Animal Control officer.

The meeting was adjourned at 1:55 pm. The next scheduled meeting of this Committee is Saturday March 19, 2020 at 6:30 pm. The next regular meeting of this committee is Thursday, April 2, 2020 at 6:30 pm.

Respectfully submitted, Mary A. Rice, Secretary



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

## FINANCE COMMITTEE MINUTES / March 5, 2020 at 6:30pm

Community Room - Downstairs

posted 1pm on 3/20/2020

### Members

Shaun Galliher  
Chair  
Bonnie Conner  
Chris Pike  
Russ Parks  
Mary Rice  
Jim Chivers  
Nancy Smith  
Heather Brown

### Absent

Dick Scialabba

### Other

Viv Mason, Select Board  
  
Bob Graves, Town Administrator

The meeting was opened at 6:33 pm.

A motion was made and seconded to accept the minutes of the February 6, 2020 as written. The motion passed unanimously.

Chairman Galliher asked if everyone had seen Charlie's reports, and were there any questions. There were none.

Jim Chivers, School Building Committee, said there had been no meetings since our last Finance meeting but there was a meeting scheduled for next week. He did however, read an email from Tom Callahan on the current status of the project. Mr. Callahan reported that the estimates from contractors are below budget estimates.

Viv Mason reported that the State has agreed they will pay for the Maple Street bridge, but it may be a while before they get to it. The Select Board has written a letter asking if they can keep the plate that covers the hole, for now but have not yet heard back.

Chairman Galliher reported that the School assessment is 338K additional on the assessment to Hinsdale. He and Viv Mason attended the 7 Town Advisory Meeting held recently. He also said the School Committee is now trying to renege on their previous agreement with our Town, NOT to use the district wide vote again. Both Chairman Galliher and Viv Mason, Select Board Chair, vowed to keep fighting for what they had agreed to previously.

Chairman Galliher reminded everyone of our Saturday Budget meeting and encouraged everyone to bring any questions they may have for the Department heads.

A motion was made and seconded to adjourn at 7:12 pm. The motion passed unanimously. The next scheduled meeting of this Committee is Saturday March 7, 2020 at 8:30am.

Respectfully submitted,  
Mary A. Rice, Secretary



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

## FINANCE COMMITTEE MINUTES / February 6, 2020 at 6:30pm

Community Room - Downstairs

posted 3:30pm on 3/6/2020

Members	Absent	Other
Shaun Galliher Chair	Nancy Smith	Viv Mason, Select Board
Bonnie Conner	Dick Scialabba	Bob Graves, Town Administrator
Chris Pike		
Russ Parks		
Mary Rice		
Jim Chivers		
Heather Brown		

The meeting was opened at 6:36 pm.

A motion was made and seconded to accept the minutes of the January 9, 2020 as written. The motion passed unanimously.

Chairman Galliher discussed some accounts on the Expense Report that are trending higher than normal and some that are reaching completion. Winter Roads have overrun which is expected. Bud Hall, Highway Superintendent is confident he will not run over as much as last year and is in good shape material wise. Other department heads are aware and will take steps to make sure they do not go over.

Bob Graves updated the Committee on the capping of the Landfill. The State is now requiring that we sell the road material on Bullards Crossing Road and purchase the material for the Landfill capping. Originally, we were going to use the same material, but the State has now determined it needs to be done this way. This process may be more costly to the Town, but we have no choice. After this capping is completed, we will be able to install the new compactor that had been previously funded by the Town. It is expected that the town highway employees will be in charge of this project.

Bob reported that the borings have been completed for the Old Dalton Road project. Bud also has found the folder with the 1987 plans for the Rt. 143 project that was put on the TIPS program, but nothing further had been done on it. These existing plans can possibly be reviewed and upgraded by an Engineer. Bob also said we should be thinking about hiring an Engineer to do the work on the 4 roads beginning with a short section of Old Windsor Road near the Dalton Town Line, Frank Schnopp Road, a small section of New Windsor Road and George Schnopp Road. Once the Engineering work is complete, we can submit it to the TIPS program as one project straight through. The Committee discussed the road survey completed by Bud Hall which indicates the roads needing attention and the ones currently in good shape.

Chairman Galliher reported the issue with the bridge on Maple Street. The State says they don't own it, but the Town thinks they do. It has a hole in it that was patched by the Highway crew, only to find the patch gone the next day. Upon inspection by the State, a temporary plate was put over that area. It is not an urgent project as determined by the State. This is something we should be aware of as it will need to be replaced in the future.

Fire Chief Ralph Cormier attended our meeting to discuss a special situation that may be coming up that he wanted us to be aware of. Dick Scialabba and Ray Bolduc are writing a Grant application to secure funding for a new Tanker Truck. If they are successful, the Town would possibly be asked to fund 5% of the estimated cost of 400K or 20K. He wanted us to be aware of this prior to our Saturday meeting. He has met with four companies to gather information to properly prepare the specs to exactly what the Town needs. The current Tanker was put into service in 1988 and beside the fact that it needs a lot of work, only a few people are able to drive it due to the complicated gear system. He also mentioned he will be requesting funding for replacing some of the turnout gear for

the firemen. The current gear is 10 years old and will need replacing soon. The new washing machine may extend the life of some of the gear, but for how long is unclear. He will bring more information to our Saturday, March 7, 2020 meeting.

Jim Chivers, who is now officially on the WRHS Building Committee, reported on the progress of the project. They are still hoping to begin in March. He presented a sketch of the project that included the proximity to the existing school. The current parking lot will remain in use. The spring baseball practice and games may be done at Pine Grove Park as the project is going where the baseball field is. Two contracts for the structural steel have been awarded by the Committee.

Chairman Galliher reported that Diane Sturtevant, Town Treasurer, had asked the Water Sewer Commissioners/Select Board, to consider paying off one of the water loans early at a savings of about \$45K. That payment would come out of the Water Surplus account. There is 15 years left on this loan. Dave Prickett, consultant for the Water/Sewer project suggested waiting another year to consider doing that. The surplus was generated as part of the ongoing Water rate project that his firm had been hired to oversee and advise the Water Sewer Commissioners. He had a 5-year plan to gather information to possibly adjust the water rates to a fair and equitable level and to insure we have monies to cover maintenance and possible future needs of the Water Department. One more year of data will give us enough information to properly address this issue. The Select Board agreed and so did the Finance Committee.

Bob and Viv discussed the issue of properly assessing the Utility Company, specifically Eversource, at their location off New Windsor Road. In the past, utility companies assessed their own property and presented it to the Town. This was the normal practice in most Towns. However, our former Assistant Assessor, who now holds a similar job in another town, hired an outside firm to assess their utilities that proved to be a huge benefit to that Town. Although presented to our current Board of Assessors, nothing has been done on that to date. Viv will reach out for a quote from that firm and possibly others that do similar assessments on utility companies. The utility companies had appealed this practice in Court and most cases have been settled in favor of the town. If we were to do that, any monies could be held in escrow until the court cases are settled or all appeals have been exhausted. This would still benefit the town to move on this now as we cannot go back and collect any monies not yet assessed. This could mean a substantial benefit to the Town.

Chairman Galliher reported that he had submitted the Annual Finance Committee report. He also reported that we have \$397.17 in Free Cash. He also reminded everyone of the Saturday meeting that will begin at 8:30 am, with the first department head reporting at 9:00am. Bob will finalize the schedule and get it to all committee members as soon as it's completed.

Bob reported there is a 7 Town Advisory Committee meeting on February 25, 2020 at 6:00 pm at Nessacus. Viv will be attending this and asked anyone interested to join her.

Chairman Galliher discussed Health Insurance available to town employees and that we will no longer be made aware of how many on a single plan, and how many of a family plan. This will require us to plan on, and possibly budget for, family plan for all eligible employees.

A motion was made and seconded to adjourn at 8:02 pm. The motion passed unanimously. The next regular meeting of this Committee is Thursday, March 5, 2020 at 6:30 pm. This meeting is our regular meeting prior to our annual Saturday meeting on Saturday March 7, 2020 starting at 8:30 am in the downstairs Community Room at Town Hall.

Respectfully submitted,  
Mary A. Rice, Secretary



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

## FINANCE COMMITTEE MINUTES / January 9, 2020 at 6:30pm

Community Room - Downstairs

posted 5:45pm on 2/7/2020

### Members

Shaun Galliher  
Chair  
Bonnie Conner  
Chris Pike  
Russ Parks  
Mary Rice  
Dick Scialabba  
Jim Chivers  
Heather Brown  
Nancy Smith

The meeting was opened at 6:30 pm.

### Other

Viv Mason, Select Board  
  
Bob Graves, Town Administrator

A motion was made and seconded to accept the minutes of the December 5, 2019 as written. The motion passed unanimously.

Chairman Galliher went over the Expense account and noted nothing outstanding, all accounts seemed to be where they should be.

Bob Graves presented a calendar of upcoming meeting dates that are expected during the budget process. Department heads have been notified that all budget requests must be turned in by February 24th, he expects the budget to be ready by February 28th or March 1st. The Saturday meeting will be on March 7, 2020 beginning at 8:30 am, in the community room at Town Hall. He expects we (Select Board and Finance) can finalize the budget by March 23rd and post the warrant by March 27th. The Annual Town Meeting is scheduled for Wednesday May 13, 2020 and the Town election for Saturday May 16, 2020.

Bob announced that our Administrative Assistant, Lynne Baumgartner, working along with Ray Bolduc and others has been awarded a 14K grant for a copy/scanner and the software. We can use the monies set aside for this purchase to hire a firm to scan our documents. This will archive all important documents eliminating the endless searching required to find some of them when needed.

Chairman Galliher asked if everyone had reviewed the proposal for Assessor services presented at our last meeting, the answer was affirmative. He estimated at savings of approximately 16K if we went with that proposal.

Jim Chivers reported on the WRHS building project. Groundbreaking is expected in March, sooner if the weather is better, with a completion for the beginning of the 2021 school year. They estimate about a year to complete. He intends to find out about what equipment is needed to maintain the roofing structure since it has 4 roof levels. Housing for that equipment is also a concern. When Nessacus was built they thought they could use existing equipment but could not. They also had to build a separate building to house the equipment needed for maintenance. He wants to be sure this has been included in the project.

Select Board Chair Viv Mason brought up the agreement from the School Committee, that they would not use the popular vote again for any large projects. Two members of the Dalton Select Board are not in favor of that but it is the School Committee that made that agreement. Viv also announced that Larry Turner resigned as Water Sewer Administrator. Bud Hall, Highway Superintendent will take over the physical aspects of maintenance, and Boris Basora, Assistant Town Collector, will take over the office part. These appointments are currently temporary to the end of this year and will be revisited as to how to staff this department going forward. She also announced that the Water Sewer bills will go out by this weekend.

Bob Graves discussed the TIPS program (Transportation Improvement Program). Rt. 143 has been on the list since Ray Huntoon was Highway Superintendent, but nothing has been done since. This would be the portion from Creamery Road to the Peru line, which is approximately 1.6

miles. Bob has talked with representatives of the program and they are very responsive about moving forward. If the Town did the engineering study, at an estimated cost of 100K, that would satisfy the requirement of the the Town portion of the project. Chairman Galliher and Dick Sciallaba remembered that the borings were already done at a cost of approximately 8K. The last time Rt. 143 was done was 32 years ago. Bob will investigate this further. TIPS program is specific to certain roads only, and some of our other roads needing work, will not qualify. Bob also said that the Worthington portion is being done to the Peru line. He will try to find out who did the borings and if he can get a report from the contractor at that time.

A motion was made and seconded to adjourn at 7:33 pm. The motion passed unanimously. The next regular meeting of this Committee is Thursday, February 6, 2020 at 6:30 pm.

Respectfully submitted,  
Mary A. Rice, Secretary