

FINANCE COMMITTEE MEETING AGENDA / December 2, 2021, at 6:30 pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 8:15am on 11/30/2021

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
- Contract Reviews and Payroll Questions
- RV Park Proposal Inputs
- ARPA Funds Status
- Any other business not reasonably anticipated
- Initial FY23 Budget Planning

Public Comment

Adjourn

FINANCE COMMITTEE MEETING AGENDA / November 4, 2021, at 6:30 pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 9:40am on 11/01/2021

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
- Sub-Account Tracking Improvements
- Payments from Revolving & Gift Accounts
- Contract Reviews and Payroll Questions

- RV Park Proposal Inputs
- ARPA Funds Status
- Any other business not reasonably anticipated
- New Radios
- Tax Rate

Public Comment

Adjourn

FINANCE COMMITTEE MEETING MINUTES / November 4, 2021, at 6:30 pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 11:00am on 12/03/2021

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

The meeting was opened at 6:32 pm.

A motion was made and seconded to accept the minutes of the October 7, 2021 as written. The motion passed unanimously by a roll call vote.

Bob Graves announced that we now have a new Collector/Treasurer, Jennifer Coscia. She comes to us with a lot of experience and he is excited to have her on board. The Tax Bills will go out tomorrow after a slight delay due to the various computer programs “talking” to each other. It was rather complicated but has now been sorted out by Boris and Lynne. Jennifer intends to keep the hours at 25 per week, 20 would be better. She has a lot of new ideas that she is bringing to that position.

Bob discussed having the Library Heating account be a separate item as it is now propane and not heating oil as all other Town buildings are. This will allow better tracking of the costs going forward.

Bob also, with regret, announced the resignation of Lynne Baumgartner, the Secretary to the Select Board. She will be taking a position in Lanesboro, where she lives. She will continue her part time hours in the Accounting office, assisting Charlie Brown, our Accountant. Bob has posted the job and already has one applicant. Her last day will be November 18th.

The proposal from Northgate was received by the Zoning Board of Appeals on October 18, 2021. The hearing date has not yet been set, but must be within 90 days from receipt of the application. The first hearing will be open for Northgate to present their proposal, a public comment period with a moderator to set the time limits so everyone interested can comment. They will then continue the hearing for 2 to 3 weeks. At the next hearing Northgate will give answers to previous questions and entertain any new ones. After that, the hearing is open to the public but only the ZBA will be discussing, there will be no public comment.

Bob also reported that we have a new Highway/Mechanic. He is Mike Paton, comes from NH and he has relocated to Hinsdale. He has mechanical training and will be a great asset to that department.

Jim Chivers, School Building Committee, reported that all students and staff have moved into the new building. Work is still ongoing to finish up a few things. They are preparing the old school for demolition and will re-purpose the used furniture to other schools or a company that sends used school equipment to countries that need it the most. Jim discussed the issue with the second floor railing that we have expressed our concerns about in past meetings. The cost to redesign and redo that railing from 42" to 48" is approximately 75K. It is unclear how the School Committee will proceed at this point. Bob feels it is a small price to pay to insure the safety of the students. A law suit could be financially devastating should anyone get hurt or possibly killed if they went over it. Our Committee feels this is a serious safety concern. Jim will keep us posted.

Bonnie Conner, Seven Town School Advisory Committee, reported that they had their first meeting on Zoom. They mostly discussed how they would hold meetings and things related to that. No future meeting has been set at this time.

Mary Rice, Water/Sewer Committee, has no new issues to discuss as she has not yet received the latest Continuous Leak Report, which was generated in the last few days. Their next meeting is Monday, November 15, 2021 at 10:00 am in the upstairs meeting room.

Chairman Galliher reported that some of the issues with sub-accounts and tracking have been clarified and that Lynne has sorted a lot of it out per the employees contracts. He had sent all the contracts out to all Committee members and asked if there are any questions. Bonnie Conner asked that since the Police have a one year contract, will Bob Graves be the one to negotiate the new one. The Committee was reminded that it will be done by him as announced by the Select Board after the current one was settled earlier this year. Bob Graves reported that we will not be eligible for any Covid money this year because of the Grant we received for Old Dalton Road. The State views that as income, which makes no sense to any of us. Most Towns are not getting approved for their projects either.

The Middlefield Road project is on track to start in the Spring by Maxymillion. Tree work is now being done and a site trailer will be installed soon. Bob Graves met with Harvey Drosehn who lives on that road and Harvey expressed serious concerns about the engineering for this project. He claims the road is a "corderoy" construction, the base made from logs laid across side to side. He is concerned that this is not properly addressed and said he actually talked with someone from DOT about it. Bob will draft a letter stating Harvey's concerns and hope it will get addressed prior to construction.

Chairman Galliher reported that the tax rate has been set at \$13.66 per thousand from \$14.33 last year. Most people, however, may not see a decrease in their tax bill because valuations have increased. The rates for the previous 5 years are as follows; \$13.95, \$13.19, \$13.21, \$14.33.

Russ Parks asked if there has been any news on the Pittsfield Sewer Treatment Plant Construction. Chris Pike thought that Pittsfield had negotiated an extension to begin that project. This does concern us because it may cause our rates to increase as our sewage flows into that plant and our costs are generated by Pittsfield.

A motion was made and seconded to adjourn at 7:18 pm. The motion passed unanimously by a roll call vote. The next meeting of this Committee is December 2, 2021 at 6:30 pm in the downstairs Community room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

FINANCE COMMITTEE MEETING AGENDA / October 7, 2021, at 6:30 pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 10:10am on 10/05/2021

Call to Order

- Review minutes from previous meeting
- Review Accountant's 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
- Library Payroll request
- Committee Vacancy Status
- Sub-Account Tracking Improvements
- Payments from Revolving & Gift Accounts
- Contract Reviews and Payroll Questions
- Treasurer Vacancy Status
- RV Park Proposal Inputs
- ARPA Funds Status
- Any other business not reasonably anticipated

Public Comment

Adjourn

FINANCE COMMITTEE MEETING MINUTES / October 7, 2021, at 6:30 pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 6:30pm on 11/06/2021

Members	Absent	Other
Shaun Galliher Administrator	Russ Parks	Bob Graves, Town
Mary Rice		Dick Scialabba, Select Board Chair
Chris Pike		Viv Mason, Assessor

Jim Chivers

Heather Brown (remote)

Bonnie Conner

The meeting was opened at 6:37 pm.

A motion was made and seconded to accept the minutes of the September 2, 2021 as written. The motion was not seconded. There was a motion to amend the minutes due to a few typos. Those were discussed and corrected and a new motion was made and seconded to accept the minutes, as amended. The motion passed unanimously.

Chairman Galliher reviewed the Accountant's report with a few minor issues as follows;

- Bob explained some changes that need to be sorted out in his accounts, no real issue there.
- Planning Board expense was due to an excess of hearing notices and one re-posting.
- Police Expense is 45.69 % expended, we need more information on that.
- Emergency Management is 100% expended because that was paid up front and is usually paid at the end of the year.

Chairman Galliher also reported that the new Highway truck that was approved at the ATM has been ordered.

Bob Graves, Town Administrator, reported that he just got notification today that our MassWorks Grant application was denied for the Schnopp Road Project. Although he didn't expect it to be granted, he discussed how the State makes the Town do engineering and paper work each time it is submitted which is labor intensive. He can submit it again next year.

Bob will be sending out RFPs (request for proposals) by the end of the month to sell the old nursing home property on George Schnopp Road. Several people have expressed interest in it recently. He also will include a minimum bid amount to cover the Town's costs.

Bob reported that the search for a new Town Treasurer is ongoing with some potential activity. Currently Lynne and Boris are working on this together and it is going well. Our new Water Sewer Administrator, Tom Spiro, will be in the office on Wednesdays and Thursdays. The Assessors will be setting the tax rate soon and anticipate the bills to go out dated November 1, and be due on December 1, 2021. There is a new person, Chris, that is going to be setting office hours soon.

Bob discussed with the Committee, the ongoing search for a mechanic for Highway, and the need for one employee to get his CDL which was a condition of his employment. Jim Fox will be leaving at the end of the month and be back next summer. We all agree that this is a big loss for our Town, but he has tried to retire several times and stayed to help out. We all appreciate his dedication to Hinsdale, and will miss him plowing this winter.

Jim Chivers, School Building Committee, reported that the Certificate of Occupancy for the new school was issued on 9-21-2021. Some things are still being worked on, but that work will be done in off hours when

school is not in session. Most of this is due to equipment that has not yet arrived. There have been no major problems causing any more expense from the Contingency Fund as yet. The transfer of students is on schedule for Tuesday, October 12, 2021. The handrail issue was studied, but no decision has yet been made to date. There is no word yet on when the demolition of the old school will begin but Jim expects it to be soon so the athletic fields, planned for that area, will be ready for Spring.

Bonnie Conner, 7 Town School Advisory Committee, has heard that there may be a meeting set for next Thursday. Viv Mason, also a member, said that the School Committee met last night and discussed this.

Mary Rice, Water Sewer Committee, reported they had another meeting on Monday, October 4, 2021 with Bob and our new Water Sewer Administrator, Tom Spiro. The Committee will be working on a narrative of the Water and Sewer histories, and sort out policies. This will be posted to the website as a reference for anyone looking for information on any of these departments.

Bob Graves reported that Northgate has not yet submitted another application to the Board of Appeals.

He also reported that the funds we expected from ARPA have gone away. The State was set to give us approximately 180K but included the money we received from the Grant for Old Dalton Road as income and declared us not eligible for this money. This makes no sense to him or our Committee as it was not income, it was paid out directly for the construction and for no other use.

Chairman Galliher reviewed some of the contracts the Town currently has with certain employees. He explained terms in Bob's contract, Charlie Brown's (Town Accountant) and Susan Rathbun's (Chief of Police). Because we have no current Treasurer, Lynne, Boris and Charlie have all stepped in to help in the interim. Some of the issues that have come to light are how overtime and comp time is calculated.

They are working on a better system to track this so that it can be used by all parties so we are all on the same spreadsheet. He was unable to review the Police Officers contract and will do so at our next meeting.

A motion was made and seconded to adjourn at 7:29 pm. The motion passed unanimously. The next meeting of this Committee is November 4, 2021 at 6:30 pm in the downstairs Community room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

FINANCE COMMITTEE MEETING AGENDA / September 2, 2021, at 6:30 pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 8:30am on 8/31/2021

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
- Committee Vacancy Status
- Sub-Account Tracking Improvements
- Payments from Revolving & Gift Accounts
- Free Cash Certification
- DPW/Treasurer Superintendent Vacancy Status
- RV Park Proposal Inputs
- Any other business not reasonably anticipated
- Tree Account Overrun
- Delayed Wahconah Opening

Public Comment

Adjourn

FINANCE COMMITTEE MEETING MINUTES / September 2, 2021, at 6:30 pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 4:30pm on 10/9/2021

Members	Absent	Other
Shaun Galliher		Bob Graves, Town Administrator
Russ Parks		
Mary Rice		
Chris Pike		
Jim Chivers		
Heather Brown		
Bonnie Conner		

The meeting was opened at 6:35 pm.

A motion was made and seconded to accept the minutes of the August 5, 2021 as written. The motion passed unanimously.

Chairman Galliher asked if everyone reviewed the Accountant's report. Everyone did and there were no issues with it.

Bob Graves reported that the Town has hired Tom Spiro to work on Water Sewer, replacing Boris and a newly formed position on Highway office work. Also hired is John Murray as our new Highway Superintendent, replacing Bud Hall who took a position in Dalton. John will start mid September. Bob also reported that he has an interview next week for the Treasurer Collector's position.

Chairman Galliher reported that Free Cash has been certified and it is \$504,237.00

The Committee asked if Bob has had any more interest in someone purchasing the old Nursing Home property. The Town now owns it but to sell it, it must go out to bid. He has not heard anything more on this as of this date.

Bob also reported that he received a notice that another Marijuana grower has expressed interest in locating in Hinsdale, on Washington Road. He referred him to Caleb, on Conservation, to address possible wetland issues. The Town has agreed to a limit of 5 and we now have 4.

Jim Chivers, School Building Committee, reported that the school is on schedule to open October 12, 2021. The delays were caused by material availability. He also reported on the Contingency Fund as follows;

Total Contingency - \$2,826,415

Committed \$ (464,635)

Balance \$2,361,780.00

Projected \$ (270,000)

Projected Bal. \$2,091,780.00

Jim also reported a change in an email sent out concerning the overlook in the building that we questioned the safety of. The email had said there would be a railing and a floor to ceiling Plexiglas barrier to prevent anything or anyone being tossed over it. That seems to have been changed to a 42" railing only with no other barrier. He will take our concerns to his next meeting.

Bonnie Conner, 7 Town Advisory Committee, has heard nothing yet on any meeting. Our School representative, Rich Peters, has been asked to look into why no meetings have been set up to date.

Mary Rice, Water Sewer Committee, reported that the Committee had their second meeting that consisted of a lot of questions reported by Monica Montferret who was recently appointed to this Committee and also is on Lake Management. At our next meeting we will make a list of tasks to be completed from our original list in 2015. She did not get the Continuous Leak Report but Bob Graves did and will send it to her.

Lynne Baumgartner and Charlie Brown are working on tracking improvements with the payroll company. This will allow overtime to be tracked and reported more efficiently. Mostly these accounts involve the Highway and Police Department.

Chairman Galliher reported that Free Cash has been certified at \$504,237.00.

Bob Graves reported that the Select Board sent a letter to Northgate concerning their application for a RV Park, stating that they must re-submit their application to the Board of Appeals, stating in that application what Zoning By-law it is permitted under. At the same time, they also received a notice from Northgate withdrawing their application at this time. He does expect they will re-submit it. Apparently their Attorney is not licensed in Massachusetts and they have hired an Attorney based in Lenox, MA. The Committee discussed the permitting process. The Town could create and vote on a new by-law to establish a room tax for this type of operation and also the other short term rental units now springing up around the lakes.

Chairman Galliher reported that the Tree Account may possibly go over and we should be aware of that.

A motion was made and seconded to adjourn at 7:28 pm. The motion passed unanimously. The next meeting of this Committee is October 7, 2021 at 6:30 pm in the downstairs Community room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

FINANCE COMMITTEE MEETING AGENDA / August 5, 2021, at 6:30 pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 8:14 pm on 8/02/2021

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
- Committee Vacancy Status
- Sub-Account Tracking Improvements
- Payments from Revolving & Gift Accounts
- Holiday Pay
- DPW/Treasurer Superintendent Vacancy Status
- Application of COVID relief funds
- RV Park Proposal Inputs
- Any other business not reasonably anticipated

Public Comment

Adjourn

FINANCE COMMITTEE MEETING MINUTES / August 5, 2021, at 6:30 pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 11:14 am on 9/04/2021

Members	Absent	Other
Shaun Galliher		Bob Graves, Town Administrator
Russ Parks		Dwane Bruce
Mary Rice		
Chris Pike		
Jim Chivers		
Heather Brown		
Bonnie Conner		

The meeting was opened at 6:30 pm.

A motion was made and seconded to accept the minutes of the July 1, 2021 as written. The motion passed unanimously. A motion was made and seconded to accept the minutes of the July 15, meeting as written. The motion passed unanimously.

Chairman Galliher reported that Charlie has just sent out the final reports on FY21. He said they were sent too late for the Committee to review them, but encouraged everyone to look them over for our next meeting. He did get a chance to review them but found nothing remarkable.

Bob Graves reported that Dan Kaufman, newly appointed to the Cemetery Committee, has been putting in a lot of hours and work on the Maple Street Cemetery. The Committee discussed the vault that is on the property. This is in need of repair but several years ago it was determined not to repair it because it was not being used for other than a storage shed. The question is, was that a donation to the Town? If it was, it would not be easy to dismantle it. That question needs to be answered and several members agreed to look into it. Bob also reported that the bids for tree removal will go out soon and hope to have work done in the Fall, before snow falls.

Bob also reported that someone came into the office expressing an interest in buying the old nursing home property on George Schnopp Road. That led to a discussion about EDUs assigned to that property. It is the understanding that because the EDUs were set by the legislature, they cannot be changed. The ATM did authorize the Town to sell that property and hopefully we can have an auction in the Fall and try again. One auction failed to secure a buyer.

Dave Stewart, Plunkett Lake Beach Committee, has a draft proposal he intends to submit, for the pavilion at the beach.

Bob Graves reported that he has received applications for the head of the DPW from 10 candidates and interviews will begin next week. He also reported 2 applications for Treasurer/Collector and interviews will be set up next week. Boris has indicated that he will stay on the Water/Sewer until a replacement is found.

Jim Chivers, School Building Committee reported that the new high school will be ready for the fall opening. There have been some delays with materials and a few items are backordered. The old building will be demolished as soon as possible as that site is scheduled to be athletic fields although he does not have the time frame yet.

Bonnie Conner, Seven Town Advisory, has not yet heard of any meeting being set up. The School Committee did vote to form this Committee, but has not scheduled any meetings. Bob suggested contacting Dick Peters, our school representative, to have him look into it.

Mary Rice reported on the latest Water Continuous Leak Report. Several are repeats with 3 new ones. It is concerning that Camp Emerson and Camp Romaca are still on this list. She also confirmed that letters are sent out monthly to the ones on the list. The Committee discussed some of the concerns with the proposed Northgate project on our Water and Sewer Systems. Mary will post a meeting of the Water Sewer Committee to discuss these concerns and put them in writing to the Planning Board.

Chairman Galliher said a lot of misinformation about this project is circulating around Town and he hopes that people get the correct information going forward. He also questioned how to tax and evaluate this project. One option is to institute a room tax.

Bob Graves reported that the new payroll system is up and running and so far, very smooth. This was outsourced per the ATM vote in June.

Chairman Galliher suggested that there be rules and regulations on spending the gift accounts. He also reported that the Select Board has re-appointed the Personnel Committee.

Bob Graves reported that Charlie has been tracking the Covid 19 relief monies. It is currently down to approximately 133K and we “may” be able to use it on the landfill capping. The State requires an Engineer to be “on site” and we may be able to use our highway crew for the work. The plans have already been approved but the cost is in the material that must be a certain mix. Also of concern is the prep site for the new compactor, which we already have the funds for. This project must be completed by next summer, 2022. Labor also must be paid prevailing wage which also inflates the cost.

A motion was made and seconded to pay the yearly fee of \$135.00 to the Association of Town Finance Committees. The motion passed unanimously.

A motion was made and seconded to adjourn at 7:42 pm. The motion passed unanimously. The next meeting of this Committee is September 2, 2021 at 6:30 pm in the downstairs Community room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

FINANCE COMMITTEE MEETING AGENDA / July 15, 2021, at 6:30 pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 2:00 pm on 7/13/2021 (bg) Public may attend meeting by phone: **413-449-5095; code 706954**

Call to Order

- Review of any minutes from previous meetings
- FY21 -- Final Interdepartmental Budget Transfer(s)
- Carry Forward Account Balances
- Any other business not reasonably anticipated

Public Comment

Adjourn

FINANCE COMMITTEE MEETING MINUTES / July 15, 2021, at 6:30 pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 7pm on 8/7/2021

Members	Absent	Other
Shaun Galliher	Heather Brown	Bill Pike
Russ Parks	Jim Chivers	
Mary Rice (remote)		
Chris Pike		
Bonnie Conner		

The meeting was opened at 6:30 pm.

Chairman Galliher explained there were additional expenses in the Town Waste Account. After discussion there was a motion made and seconded to transfer \$2,010.42 from the Town Buildings General Expense account, to the Town Waste General Expense account. The motion passed unanimously with a roll call vote.

The Committee reviewed all the carry over accounts. A motion was made and seconded to accept the carry forward accounts and amounts from FY 21 To FY 22. The motion passed unanimously with a roll call vote.

A motion was made and seconded to adjourn at 6:40 pm. The motion passed with a roll call vote. The next meeting of this Committee is August 5, 2021 at 6:30 pm in the downstairs Community room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

FINANCE COMMITTEE MEETING AGENDA / July 1, 2021 at 6:30pm REVISED

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 3:30pm on 6/28/2021 revision posted at 4:40pm on 6/29/2021

Call to Order

- Annual Reorganization of the Committee
- 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
- Treasurer Replacement
- Committee Vacancy
- Sub-Account Tracking Improvements
- Library Repairs
- **Payments from Revolving & Gift Accounts**
- Carry Forward Account Balances
- Any other business not reasonably anticipated

Public Comment

Adjourn

FINANCE COMMITTEE MEETING MINUTES / July 1, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 6:30pm on 8/7/2021

Members	Absent	Other	
Administrator	Shaun Galliher	Shaun Galliher	Bob Graves, Town
Russ Parks		Dick Scialabba, Select Board	
Chair		Mary Rice	Chris
Pike		Ray Bolduc, Select Board	
Jim Chivers		John Adams	
Mary Rice			
Heather Brown			
Bonnie Conner			

The meeting was opened at 6:37pm.

A motion was made and seconded to accept the minutes of the June 3, 2021 and June 14, 2021 Finance Committee meeting as written. The motion passed unanimously on June 3, and one abstention on the June 14th minutes.

Chairman Galliher reported that he had received a resignation from Committee member Nancy Smith, effective immediately. He will notify the Select Board of this vacancy.

The Committee reorganized as follows; (motions, seconds and unanimous votes)

Shaun Galliher, Chairman

Heather Brown, Vice Chair

Mary Rice, Secretary

Sub committees as follows; (motions, seconds, unanimous votes)

Jim Chivers, School Building Committees

Bonnie Conner, Seven Town Advisory Committee

Mary Rice and Russ Parks, Water Sewer Committee

Chairman Galliher asked if anyone had questions or concerns on the Expense Reports. He reported that although the Assessors are very close to 100% expended, he believes they will not go over.

Bob Graves, Town Administrator reported that he will advertise the position of Tax Collector/Treasurer as Diane Sturtevant is leaving August 27, 2021. It is unclear at this time if Boris Basora, Assistant Collector, will remain. He also administers the Water Sewer Department but does not intend to continue doing that. He will, however, remain until a replacement is hired. Bob will advertise that position as well.

Bob reported that Bud Hall, our Road Superintendent, is still being courted by the Town of Dalton. He also reported that actually there is very little salary difference. We are all hoping that Bud will stay as he has done an outstanding job and is very well liked by the residents. We would hate to lose him.

Jim Chivers, School Building Committee reported that the Gym floor is being done and tile is being installed in the bathrooms. The crews are also moving furniture out of the old building, but it is unclear what they are going to do with it. Heather Brown reported that some of the students that toured the building expressed concern to her about the second floor open “overlook” area because of the extremely low railing. Their concern was that it was so low, someone could easily fall or accidentally be pushed over it, falling to the area below. Jim Chivers also said when he saw it, he became concerned also. He said he would reach out to Tom Callahan and Heather offered to do the same.

Bob Graves reported that Northgate Camp Grounds has submitted a proposal to purchase Camp Emerson for a recreational vehicle and campground. This has been submitted to the Planning Board for review. Dick Scialabba, Planning Board Chairman, noted that this is the first step in the process. This will be reviewed by the Board of Health, Water/Sewer Commissioners and Committee, Building Inspector to name a few. There will also be public hearings on this proposal.

Mary Rice, Water/Sewer, reported that the total outstanding balance has reduced a bit from \$30,209.73 to \$27,310.04. The penalties accrued are as follows; Water - \$2,122.83, Sewer \$4303.70, Water Meters - \$1,399.19, and Water usage \$4,711.90. These amounts are added as a lien on the property, along with the original bill. Continuous leaks are mostly the same, with a few new ones. Camp Emerson and Camp Romaca are also on this list again.

Bob Graves met with a company to streamline our Web site making it easier for departments to enter their own Information including minutes. He will update the Committee at our next meeting.

Bob Graves reported that it is still unclear if we can use the Covid relief money for the work at the Transfer Station. He went over the roll over accounts including Well monitoring at the Transfer Station, the trash compactor, Lake Management, Plunkett Lake beach.

The Committee discussed the Revolving Gift Accounts. Currently, there are no rules for using these funds. This was brought to our attention because Susan Rathbun, Chief of Police, paid an officer for training that took place at the Academy well over a year ago. The Committee felt this was not appropriate and that going forward there should be rules and guidelines in place for using such funds.

A motion was made and seconded to adjourn at 7:55 pm. The motion passed unanimously. The next meeting of this Committee is August 5, 2021 at 6:30 pm in the downstairs Community room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

FINANCE COMMITTEE MEETING AGENDA / June 14, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 11am on 6/10/2021

Call to Order

- Reserve Fund/Interdepartmental Transfers
 - Transfer Station Expense
 - Police Wages
 - Any other unanticipated expense
- Any other business not reasonably anticipated

Public Comment

Adjourn

FINANCE COMMITTEE MEETING MINUTES / June 14, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 10am on 7/09/2021

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

The meeting was opened at 6:30 pm.

- Chairman Galliher reported the results of the Town Election; Shaun Galliher, Russ Parks, and Heather Brown will be returning. There is still one opening on the Committee and he will notify the Select Board to post this vacancy.
- Chairman Galliher reported that the Town of Dalton is looking for a Road Superintendent and is actively pursuing our Road Boss, Bud Hall. He feels this is very unprofessional and unethical on the part of the Town of Dalton. The Committee strongly agreed and would hope this would stop. The Committee has high regard and deep respect for Bud and the work he has done for our town, and we hope he does not leave.

- The Committee discussed the monies requested from Chief Rathbun, for the Police Officers Salary Account. At our last meeting, the Committee voted on transferring \$8,000. from the Reserve Fund to this account. The Chief had requested \$20K to fund this account by the end of June. That transfer and one for the Transfer Station of \$6K basically depleted the Reserve Fund, leaving a balance of \$3,848.00. Inter department transfers are allowed during the last few weeks of the Fiscal Year, which would be the only way we could cover these extra costs. The additional monies we need are \$12K for the Police Officers Salary Account, and \$12,362. for the Transfer Station.
- The Committee asked Chief Rathbun for an explanation of how this account went so much over without our Committee being informed sooner. Although she did acknowledge that she should have reported this sooner, she was able to explain that most of it was due to overtime required for several incidents in Town. She also explained contractual issues that our Committee was unaware of.
- A motion was made and seconded to transfer the balance of \$3,848.00 from the Reserve Fund, and \$6,926.50 from the Health/Life Insurance account to the Police Salary Account. The motion passed unanimously. This transfer, along with the remaining balance in the Salary account of \$1,225.50 will total the amount requested of \$12,000.00.
- Chairman Galliher suggested that we track the overtime separately so we can anticipate any issues before June. He also suggested that the Finance Committee be more involved with contract obligations so we can be better prepared in the future so this does not happen again.
- Chief Rathbun also reported that Officer Jed Henry will be leaving in July and that she has been actively recruiting another candidate to fill the roster.
- The Transfer Station account also needs additional funds to cover the deficit. A motion was made and seconded to transfer \$12,362.00 from the Health/Life Insurance Account to the Transfer Station Account. The motion passed unanimously.
- Chairman Galliher reported that our Treasurer/Collector Diane Sturtevant will be leaving on August 27, 2021. He suggested we combine her position and the assistants for one full-time 40-hour position going forward.
- A motion was made and seconded to adjourn at 7:43 pm. The motion passed unanimously.

The next regular meeting of this Committee is July 1, 2021, at 6:30 pm in the downstairs Community Room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

FINANCE COMMITTEE MEETING AGENDA / June 3, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 5:40pm on 6/1/2021

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

- Reserve Fund/Interdepartmental Transfers
 - Transfer Station Expense
 - Administrative Assistant
- Revolving Fund Increases
- Any other business not reasonably anticipated

Public Comment

Adjourn

FINANCE COMMITTEE MEETING MINUTES / June 3, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 10:06am on 7/09/2021

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

The meeting was opened at 6:32 pm.

A motion was made and seconded to accept the minutes of the May 13, 2021 Finance Committee meeting as written. The motion passed unanimously.

Chairman Galliher presented a request from Police Chief Susan Rathbun for a Reserve Fund transfer of \$20K to cover the Police Salary Account to the end of the year. He also has a request for a transfer from the Reserve Fund of \$18,361.13 for the Transfer Station. The current balance in the Reserve Fund is \$17,848.00, clearly not enough to fund both requests.

The Committee and Chief Rathbun discussed the issues that drove these overages. Overtime was the main driver but other issues contributed also including the following; pay out of time earned to an officer that left the department, and a new holiday called Juneteenth that was approved as a Massachusetts holiday and must be paid per the officers contract. This was not funded in the current budget, nor is it funded in next year's budget since it was not known until now.

Chairman Galliher reported that inter department transfers are allowed in the last few weeks of the Fiscal Year. The Committee discussed several accounts with balances and ultimately decided to transfer amounts to cover the current payroll of Police Salaries, and an amount to fund some of the bills for the Transfer Station account.

A motion was made and seconded to transfer \$8,000.00 to the Police Salary Account. The motion passed unanimously. A motion was made and seconded to transfer \$6,000.00 to the Transfer Station Account. The motion passed unanimously.

The Committee agreed to meet again on Monday, June 14, 2021 to discuss and vote on transferring additional funds to these two accounts. Town Administrator and Chairman Galliher need more time to make a proper assessment of where to recommend what accounts we can transfer these funds from.

Bob Graves reported that the East Washington culvert replacement is not going forward due to residents complaining about the work and not wanting it done. A group had attended the last Select Board meeting expressing their concerns. The plan was to replace as many culverts as possible with work to be done with our Highway crew under Ch. 90. We already have most of the culverts. This would involved grinding the areas where culverts are installed and using that material to form a good base coat for future work. The plan was to return the road to dirt with a good solid base as recommended by engineers and the company that just re surfaced Old Windsor Road. This work would put us in a better position to apply for any future grants. The Select Board felt they could not move forward with that much opposition.

Jim Chivers, School Building Committee, reported that the new school is on schedule to open in September. A lot of the finish work is now being completed.

Bonnie Conner: Seven Town Advisory Committee has had no contact from the School Committee although they voted to form this committee 8 months ago.

Mary Rice: Water/Sewer, reported that there are seven (7) on the continuous leak report for 22-35+ days and three (3) new ones for one week. Three (3) of these are at Camp Emerson and are concerning since they have had leaks there before and asked the Town to abate them. Bob Graves had notified them separately of his concern. The breakdown of bills that are currently overdue is as follows; 21 Water, 36 Sewer (not specified if Sewer 1 or Sewer 3), 21 Water Meter, 19 Water users fees for a total overdue of \$30,206.73. Any bills not paid by the next billing period will be put as a lien on their Real Estate. She also reported that the Select Board, at their last meeting, voted on a motion from member Viv Mason, to reappoint the Water/Sewer Committee. That motion passed unanimously by the Select Board. This Committee had been disbanded at the request of the then W/S Administrator, who has since resigned. The Committee was formed by the late SB member Laurel Scialabba and met weekly for several years in an advisory capacity to the W/S Commissioners.

Chairman Galliher reported the need to increase the amounts of revolving funds for the Wiring Inspector and Plumbing Inspector. They are performing an increased amount of work that surpasses the current amount allocated. A motion was made and seconded to increase the revolving funds for Wire Inspector and Plumbing Inspector to \$6,000.00. The motion passed unanimously.

A motion was made and seconded to adjourn at 8:10 pm. The motion passed unanimously. The next meeting of this Committee is June 14, 2021 at 6:30 pm in the downstairs Community room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

SELECT BOARD & FINANCE COMMITTEE JOINT MEETING AGENDA / May 13, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 1pm on 5/11/2021 Public may attend meeting by phone: 413-449-5095; code 706954

Call to Order

- Review minutes from previous meeting
- Review & Discuss FY22 Budget Inputs
- Any other business not reasonably anticipated

Public Comment

Adjourn

SELECT BOARD & FINANCE COMMITTEE JOINT MEETING MINUTES / May 13, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 9am on 6/22/2021

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

The meeting was opened at 6:32 pm.

A motion was made and seconded to accept the minutes of the May 6, 2021 meeting as written. The motion passed unanimously by a roll call vote.

Bob Graves presented the “Draft Warrant” revised since our last meeting on May 6th. The Committee will review, discuss, and vote on each article. That vote will be noted on the final and official Warrant presented at the ATM.

Bob Graves noted that he has not yet received the amount we will get in Ch. 90 funds. He will, therefore, draft the article on the ATM Warrant to read that the vote will be to “accept” the Ch.90 funds. He should be able to announce the actual figure at that meeting.

Articles 1 through 8. Motions were made and seconded to approve articles 1 through 8 excepting Article 7 that was deleted and not voted on. After discussion the motions passed unanimously by a roll call votes.

Articles 9 through 25. Motions were made and seconded to approve Articles 9 through 25 excepting Article 18 that was deleted and not voted on. After discussion the motions passed unanimously by regular vote as the person on remote was now in attendance at our meeting. The remaining Articles do not require a vote by the Committee.

The Committee recognized the hard work on this budget by Bob Graves and our Chairman Shaun Galliher, and we thanked them both.

A motion was made and seconded to adjourn at 8:02 pm. The motion passed unanimously. Our next meeting of this Committee is Thursday, June 3, 2021 at 6:30 pm in the downstairs Community Room at Town Hall. The ATM is Wednesday, June 9, 2021 at 7:00 pm in the Kittredge School Gym.

Respectfully submitted, Mary A. Rice, Secretary

SELECT BOARD & FINANCE COMMITTEE JOINT MEETING AGENDA / May 6, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 7:30pm on 5/3/2021

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

- FY22 Budget Review
- Any other business not reasonably anticipated

Public Comment

Adjourn

SELECT BOARD & FINANCE COMMITTEE JOINT MEETING MINUTES / May 6, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 3:300pm on 5/17/2021

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

The meeting was opened at 6:32 pm.

A motion was made and seconded to accept the minutes of the April 29, 2021 meeting as written. The motion passed by a roll call vote.

Bob Graves reviewed the Expense Report and reported a few areas of concern. Those accounts are as follows;

Assessors – are “trending “over due to an increase cost for the software program, but this may be due to how the billing was structured with our Accounting Firm RRG.

Transfer Station – this account is also trending over due to several things. One is that the hauler fees have increased by 93%. Recycling is not like it used to be due to China accepting less material, causing more to be hauled away. Also, during the pandemic, bag tags were suspended and didn't contribute to the costs. They are now available online. Cassella took over the hauling and the price has increased. We need to be looking at increasing fees and bag tag costs to reflect these increases.

The Schnopp Road Project – All the paperwork is close to being ready for submission as soon as the Grant is available to apply for. This could be decided in July and work could begin as early as next Spring, if we are awarded it.

Jim Chivers, School Building Committee, reported that the building project is coming along nicely. There have been no other costs out of the Contingency Fund. Most of the windows are now installed leaving a few more to be done.

Bonnie Conner, Seven Town Advisory Committee, has not heard about any meetings yet.

Mary Rice, Water/Sewer, reported that the “continuous leak report” for April, shows a slight increase in the list of users. One that is concerning is Camp Emerson, with two buildings on the report. Several others are repeats. There are 41 users behind in their bills for a total amount over due of \$32,840.38. Viv Mason, Select Board/Water Sewer Commissioners, pointed out that the penalties are being added monthly. Amounts unpaid by the next billing period are put as a lien on the property owners Real Estate bill. When the Real Estate bill is paid, the lien is automatically paid first, leaving some owners to owe on their property taxes.

Chairman Galliher has sent out the yearly memo on the Reserve Fund rules to each department head with a budget. It is the expectation that department heads will monitor their accounts and reminding that that it is illegal to spend monies they don't have.

Bob Graves and Shaun Galliher went over the Semi Final Draft ATM Warrant, noting and explaining some additional information. Some of the issues discussed by them and the Committee are as follows;

Chapter 90 amount is not known yet.

Assessors Salary Account is reduced to reflect the work now being done by the Assessing Company and no longer performed by the elected Assessors. We all recognize that we need a local presence on the board, and a motion was made and seconded to approve \$500 for each of the three elected Assessors. The motion passed by a roll call vote. The only duties required of our Assessors would be the review all abatements and attend weekly meetings in Town Hall for the public. The Assessing firm RRG is requesting \$1000.00 to upgrade the software to allow for citizens to look up and print their own abutters list as needed. There is a computer and printer already set up for citizens to use.

Health and Dental – Bob will contact Diane, Town Treasurer, this week for the figures.

Accounting increase is due to a software increase and out sourcing the payroll.

Highway Department increase is due to salary increases, summer road wages and a new hire.

Vocational Tuition has increased due to the addition of two (2) students. Apparently the students did all the paperwork required in a timely manner, but either the Vocational School or CBRSD dropped the ball and did not notify the Town by the deadline. We would all like the Superintendent to attend our meeting and explain why this has happened for the second year in a row. We all want to send a clear message that this is not

acceptable as far as budgeting purposes and the one that suffers if we do not approve it, is the student. The deadline had been extended from April 1 to May 1 but these two (2) requests came in after that deadline.

Water/Sewer rates had been reviewed by Dave Prickett Consultants and they suggested increasing Sewer 1 and 3. However, Bob will contact him again as we feel they do not have the proper information as to how these accounts are split. Sewer 3 is now in a deficit and the surplus needs to increase so we can perform some of the projects suggested by Dave Prickett. Currently, Water is in good shape and we can do one project for \$30K this year. Although Sewer 1 has a healthy surplus and should need no increase, Sewer 3 does not and we cannot do any Sewer projects this year.

New Highway Truck that costs approximately \$250K was initially going to be funded by Free Cash. The Committee discussed several Lease options and decided that a 5 yr. Lease would be the best option. That would leave more in Free Cash that could be allocated to Stabilization accounts.

Other accounts reviewed by the Committee without changes were the Cemetery Trees, Town Trees, Plunkett Lake weed treatment, sale of old Nursing Home, adjustment to the Marijuana by-law,

increasing the Revolving account for the Wire Inspector, Covid monies for the capping of the Landfill, and road work. The Skyline project has been approved for June and will be awarded in the Fall. Work could start early Spring of next year.

A motion was made and seconded to adjourn at 8:15 pm. The motion passed unanimously by a roll call vote. Our next meeting of this Committee is Thursday, May 13, 2021 at 6:30 pm in the downstairs Community Room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

SELECT BOARD & FINANCE COMMITTEE JOINT MEETING AGENDA / April 29, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 1:10pm on 4/27/2021

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

Call to Order

- Review minutes from previous meeting
- Review & Discuss FY22 Budget Inputs

Any other business not reasonably anticipated

Public Comment

Adjourn

SELECT BOARD & FINANCE COMMITTEE JOINT MEETING MINUTES / April 29, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 12:30pm on 5/8/2021

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

The meeting was opened at 6:30 pm.

A motion was made and seconded to accept the minutes of the April 15, 2021 meeting as written. The motion passed by a roll call vote.

Chairman Galliher reported that most budget figures are in and a few have changed. We will hold off on voting until the draft budget, containing all the updated figures, is complete.

Bob Graves had looked into an outside payroll service that was discussed at our last meeting. One requirement would be that the employee have direct deposit. We would be billed monthly and the cost would be approximately \$300. per pay period. The Committee discussed how Stipends for the Fire Department would be handled and he was assured that is doable. This would allow more time for our Treasurer/Collector to work on Tax Titles.

Some other items are as follows;

Lake Management salary account, which was strictly for Conservation work, is now back in the Conservation budget.

Police officers contract calls for an Increase of 5% for full time officers and 15% for part time officers that puts us more in line with other Towns and about the middle of the salary range. Full time officers also receive an annual adjustment to their base pay of either 2.5% or 5% for having the college degree. The Police Chiefs contract increases by 10% as the Chief's contract requires that any increase that the officers get are also applied to the Chief's contract.

Ambulance coverage (24 hrs) is unchanged from \$2,000. That amount is for maintenance and also guarantees that if a person calls for an ambulance, one will be sent as insurance companies are billed for the service provided. Peru and Middlefield are also included and charged this amount.

Vocational tuition is still pending. We had 11 last year and this year looks like possibly only 6, 3 to McCann and 3 to Smith.

Highway wages are up due to annual increases for employees and needing a new full time hire to replace a full time employee going to part time at their request. The position will include the new hire having mechanical skills to perform equipment maintenance and repair. Cost for those employees working on Water/Sewer maintenance also increases as more hours are needed for system maintenance and employee cross training.

Health Insurance has under run for the year and will be level funded.

Unemployment requested was \$3000., but only \$500 has been expended to date.

Liability Insurance – no quote yet.

Water/Sewer Accounting wages will all go up a bit to cover administrative support needed due to the increased demands in State reporting.

The Committee discussed how to use our Free Cash as we have many more projects that need funding than the money we have. Free Cash for this year is \$482,510, with Covid Relief an additional \$188K. The consensus is to put the Covid monies toward the cost to cap the landfill that is estimated at \$200K bringing that cost down considerably.

Bob has received, from the Arborist, a list of Town trees in need of attention. The list is very specific as to location, which ones are extremely high hazard risk (and should come down asap), moderate or low risk. The Committee agreed to increase that account from \$10K to 15K.

Bob Graves is checking on proposals to Lease the new truck over a period of 3 to 5 years as the cost is too much to purchase it outright for \$250K.

The Fuel Meter will be put out to next year in hopes of securing a grant.

Fire Department Tanker, although needed, is just not possible this year. Money can be put into Capital Stabilization to possibly be used in the future toward it, but cannot be specifically earmarked for that purpose. The floor in the Fire House needs replacement.

Engineering for a new spillway at Plunkett Lake was discussed. The estimated cost to replace it is \$750K. For \$15K to \$20K we could do the Hydrology Study and with that completed, may be able to secure a higher Grant amount. The Dam does not appear to be in imminent danger and Dam Safety does not seem overly worried. There is one section on the far left side and the area below that, that needs some repair. Bud Hall and crew have removed many trees in that area. It has been discovered that the batter boards that were replaced recently, were constructed with the wrong steel, bolts and couplings which may have contributed to their failing. All earthen dams in the State have been marked “deficient” and “high hazard” because of their construction. There should be a “Town wide” discussion about Plunkett lake and how the Town wants to proceed in the future. There is limited access for the public and parking is a problem.

The Committee also discussed the settling pond, that is now leaching into the lake. The Town can remove 99 cubic yards, per year, without an excessive permitting process. The owners on the lake can also do the same in front of their properties. There is a new Lake Management Committee and this should be discussed by them as well. It should be noted that no one that lives on the lake, gets charged more in property taxes than anyone else in Town. We believe there is an “Association” but it is unclear

what they do or provide for residents at the lake

There is enough in Water Surplus to do one project suggested by Dave Prickett Consultants, for \$30K. Sewer projects and equipment purchases must be deferred until surplus is available. The Consultant is working on a recommendation for revised rates for water and sewer users.

Police Reform, Bridge program, for this year will be \$11K. This is for a part time officer to participate in training that will elevate him to the full time qualifications required. This is done alphabetically and we have one that will qualify for this year. It's possible that the other town that this officer works in, will agree to pay for part of that training. This should be discussed with that officer and the other Town.

So far, the above mentioned projects will cost approximately \$417K, out of the \$482, leaving \$65K. Its possible that some adjustments (such as a lease for the truck) could leave more monies available to go into Capital Stabilization.

A motion was made and seconded to adjourn at 7:56 pm. The motion passed unanimously by a roll call vote. Our next meeting of this Committee is Thursday, May 6, 2021 at 6:30 pm in the downstairs Community Room at Town Hall.

Respectfully submitted,

Mary A. Rice, Secretary

SELECT BOARD & FINANCE COMMITTEE JOINT MEETING AGENDA / April 15, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 6:30pm on 4/12/2021 amended 8:45am on 4/14/2021

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

Call to Order

- Review minutes from previous meeting
- Reserve Transfer Request – Highway Dept.
- Police Budget Review
- Review & Discuss FY22 Budget Inputs

Any other business not reasonably anticipated

Public Comment

Adjourn

Agenda amended to add Reserve Transfer request

SELECT BOARD & FINANCE COMMITTEE JOINT MEETING MINUTES / April 15, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 12:30pm on 5/8/2021

Members

Galliher

Heather Brown

Absent

Shaun

Other

Bob Graves, Town Administrator

Dick Scialabba, Select Board Chair

Russ Parks

Viv Mason, Select Board

Bonnie Conner
Police

Susan Rathbun, Chief of

Mary Rice

Dick Eastland

Chris Pike (remote)

Jim Chivers

Nancy Smith (remote)

The meeting was opened at 6:31 pm.

A motion was made and seconded to accept the minutes of the April 1, 2021 meeting as written. Jim Chivers pointed out an error in the minutes, they were corrected and the motion was revised to accept the amended minutes of April 1, 2021. The motion passed, one abstained, by a roll call vote.

Chairman Galliher presented a request for a Reserve Fund Transfer to cover the cost of the new highway truck. The quote was received in January, the truck was ordered in July after the ATM and the price had increased. A motion was made and seconded to approve a Reserve Fund Transfer of \$2152.00 for the new highway truck. The motion passed unanimously by a roll call vote. Chairman Galliher also pointed out that the truck has been delivered to the Town, but is not yet lettered.

The Committee reviewed the Police Department budget with Chief Rathbun. The new Police Reform Bill will require approximately 11K per officer for the new training requirements. All part time officers will be required to complete approximately 200 hours of training with 120 of those hours on line. They will need to complete in person, training with a cruiser, ammunition. And other training requirements. The other expense will be covering shifts when they are at training. This will be done alphabetically per year. One of our officers will be required to do it this year, but the cost may be shared with other town he works for. The training for current part time officers is referred to as "the bridge".

Dick Scialabba, Select Board Chair, reported that the Police Officers now have a signed contract for one year. The next contract will be negotiated by the Town Administrator. Chairman Galliher will do the math and report at our next meeting how this will impact the budget.

Chief Rathbun agreed to send the monthly STAT reports to members of the Committee. She currently posts them on Face Book, but many Committee members do not do Facebook.

Bob Graves reported on other budget items as follows;

He met with the Maverick Group that is currently scanning/copying all blueprints the town has.

Vocational tuition is \$18,679. each for this year's 6 students.

Lake Management is still waiting for the quote on additional treatments at Plunkett Lake.

Sports & Recreation cost covers the \$36.00 per month for Eversource at the AA Field.

Plunkett Lake Dam redesign could cost 10K, and the actual work could be \$400K. If we have the engineering in place, we could apply for a grant, that would be available February 2022.

Plunkett Lake Beach Committee has not yet submitted a quote for the pavilion they would like. They are working on a three (3) year plan for this property.

Outsourcing of Payroll has yet to be quoted. Tax Title will be carried forward, very little has been expended. This was carried forward previously as well.

Electrical Inspector rolling account is currently underfunded. There is a request for additional funding, but there is some confusion about how this account is structured. Bob will check with legal and get back to us at our next meeting.

Jim Manning, Chairman of the Library Trustees, had presented to Bob, pictures of the structural issues. He is working with Viv Mason, Select Board, on a “memo of understanding” that will spell out what the Library Trustees and the Town are responsible for.

Bob thought the money we are getting from the government for Covid relief should be earmarked for the landfill. It may not cover the whole cost of \$200K but the \$180K would be substantial.

The Board of Health has suggested a by-law to address the dilapidated buildings in town. The first proposal was to tear it down and charge the homeowner but that could result in huge liability for the Town should there be hazardous materials in that building.

Chairman Galliher reported that the State has changed some rules on Capital Stabilization and he will look into those changes. The estimated Free Cash this year could be 450K, and the Committee needs to discuss what Capital Plan items we should address.

A motion was made and seconded to adjourn at 8:25 pm. The motion passed unanimously by a roll call vote. Our next meeting of this Committee is Thursday, April 29, 2021 at 6:30 pm in the downstairs Community Room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

SELECT BOARD & FINANCE COMMITTEE JOINT MEETING AGENDA / April 1, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 1:30pm on 3/30/2021

Call to Order

- Review minutes from previous meeting
- Review Accountants Report
- Town Administrator Comments/Status – Mr. Graves

- Police Negotiation Status
- Winter Roads Accounts Status
- 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
- FY22 Budget Review
- Police Reform Legislation Impacts
- Any other business not reasonably anticipated

Public Comment

Adjourn

SELECT BOARD & FINANCE COMMITTEE JOINT MEETING MINUTES / April 1, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 9am on 4/19/2021

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

The meeting was opened at 6:50 pm.

A motion was made and seconded to accept the minutes of the March 25, 2021 meeting as written. The motion passed unanimously by a roll call vote.

Chairman Galliher reviewed the Expense Report and saw nothing outstanding. The Winter Roads overrun is \$18,769, to date which is way below previous years. Landfill Expenses are up probably due to the suspension of the sale of bag tags during the pandemic. They are now available on line and we should see an increase in revenue from them.

Bob Graves has prepared a spreadsheet, highlighting areas that have not yet been decided. One is the Capital Expenditures. The Board of Health will not be presenting a proposal for a rolling account. Upon further investigation, they have determined that it would not be in the Town's best interest to go in that direction. The Town could be held liable if there is asbestos, or possibly other contaminants that the Town would need to mitigate and it could be very expensive.

Bob also said the parties interested in marijuana cultivation are moving forward with the process. The town Insurance for liability and workers comp has increased 8% and there is a plan to add additional 10%, with no explanation. Bob will look into that issue.

Bob reported that Bud has been in touch with Hill Engineering to take a look at the batter boards at the Plunkett Lake Dam. There are some funds in the Infrastructure and Engineering account to possibly redesign the spillway. If it could be fixed temporarily we could possibly have more time to apply for a grant to fix the problem. Ray Bolduc reported that there are 3 boards and the water is up to the 2nd one. Bud is letting water out in the hopes to prevent the boards from breaking and breaching the dam.

Ray reported that the Police negotiations are close, but not yet completed.

Mary Rice reported that the current Water Department continuous leak report has only four (4) households on it for March. The Governor has not allowed shutoffs for non payment during the Covid pandemic and it was not known how many are behind in payments. The balances must be paid before the next billing period, and the fines continue for every month overdue. She will get that information for our next meeting.

Bonnie Conner, Seven Town Advisory Committee has heard nothing about any scheduled meetings.

Chairman Galliher met with Police Chief Susan Rathbun to discuss the new Police Reform and how it might effect our Town. She said they have canceled the part time training academy as all officers must complete the full time training requirements. This situation creates many questions on how the Town will proceed. The State has created this with no financial relief for Towns, and our State Representatives have not been responsive. This is going to be a huge issue for all small towns across the State.

Lake Management is waiting for quotes for the new treatment plans.

Chairman Galliher made a strong statement that any employee requesting an increase should come to the Finance Committee and that a member of the Select Board should not be reaching out to the employee. He hopes this will not happen again in the future.

The Committee discussed the possibility of outsourcing the payroll. This would allow the Treasurer to focus on the tax titles. Many businesses and Towns already do this and it is cost effective and assures continuity going forward. Bob will look into this and get back to us. There are several Pittsfield area firms that do this.

The Committee asked how many employees are on the Town Insurance. Bob will check with Diane and get back to us.

Jim Chivers, School Building Committee, reported that the new school is on track and work is progressing on the interior. The classrooms are being sheet rocked and the plumbing is near completion. The Contractor has

had over 300 accident free days. The ventilation system has been redesigned to include better air exchange within the building, per the new Air Handling requirements. He also reported that to date, they have used some of the contingency fund for the updated ventilation system, but there is still quite a bit remaining.

Bob has an estimate for the trees at the cemetery for \$23,000.00, but not on the other town trees yet. He is preparing the Draft Warrant and hopes to put the old Nursing Home property out to bid, to get it back on the Tax roll. Vocational student list will be finalized April 1, and the tuition is not yet known. Dave Stuart will get back to Bob with quotes for work requested at the Plunkett Lake Beach area. We should prioritize the projects for the Capital Expenditures.

A motion was made and seconded to adjourn at 7:37 pm. The motion passed unanimously by a roll call vote. Our next meeting of this Committee is Thursday, April 15, 2021 at 6:30 pm in the downstairs Community Room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

SELECT BOARD & FINANCE COMMITTEE JOINT MEETING AGENDA / March 25, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 4pm on 3/21/2021 updated on March 23 at 8:30am

Public may attend meeting by zoom. Register in advance for this meeting:

https://us02web.zoom.us/meeting/register/tZcqdeuvqz8sE9XGQvYxr_oM9WuTD_N5NgSr

After registering, you will receive a confirmation email containing information about joining the meeting.

Select Board and Finance Committee continue FY22 Budget Discussions

- Review minutes from previous meeting
- Any other business not reasonably anticipated
- Public Comment
- Adjourn
- Public may attend meeting by phone: 413-449-5095; code 706954

SELECT BOARD & FINANCE COMMITTEE JOINT MEETING MINUTES / March 25, 2021 at 6:30pm

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 8:15am on 4/12/2021

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

The meeting was opened at 6:50 pm.

A motion was made and seconded to accept the minutes of the March 4, and March 13, 2021 meetings as written. The motion passed unanimously by a roll call vote.

This meeting is to discuss the FY22 Budget inputs. Bob Graves presented the following;

- Cemetery – the trees are in bad shape and some need to come down. Bob got a quote for \$23,900 which includes removal and trimming to stabilize others. He will get a more detailed estimate of what is needed.
- CBRSD – Capital assessment is approximately 300K, the educational amount is \$2,466,553.
- Vocational – Bob does not have the final figures yet, but it looks like we have six (6) possible students down from eleven (11) or twelve (12) last year.
- Assessors – They are looking into the overlay impact due to the new utility assessment.
- Plunkett Lake Beach – Dave Stuart, Beach Committee, is getting quotes for a pavilion, and bathroom facilities and has offered to attend one of our meetings to discuss it. The Committee discussed the issue of liability and Bob explained he has looked into this in other towns. Signs

will be posted “Swim at your own risk” with posted hours that will limit the Town liability. The Health Department tests the water at the beach every two weeks throughout the summer months.

- Health Insurance – Bob had discussed this with Diane Sturtevant, Town Treasurer but the actual number of employees involved is unclear as some have different plans. Bob will get more information.

- Electric/Wiring - The inspector has requested an increase in the revolving account to cover an increase in requests and more permits being issued. This will alleviate the lag time between the fee and the homeowner paying it. A fee increase was also discussed. Chairman Galliher pointed out that anything above \$7,500 goes to the Town. He will get more information.

- Schnopp Road Project – The cost estimate does not include two (2) small culverts that are needed at intermittent streams, and one (1) large one. We may need to add funding to cover these.

- Highway wages – One employee will be going from full time to part time and there will be a new hire to cover the full time position.

- Assessors salaries – We will include wages for two Assessors and since there is currently one one, we will include the second position on the ballot in May.

- Select Board salaries- Viv Mason proposed they be increased by \$1,000. each. The last increase was in 2007. This position has evolved into more and more hours needed to get the work done that the town requires.

- Town-wide mowing – The contract has been awarded to Gary Daniels who has been low bidder for many years. Bob is proposing to bid this next year as a three year contract instead of yearly.

- Vocational Transportation- Dufour has been awarded the contract for two (2) vocational schools at \$76,194.00.

- Lake Management – It is reported that there are two (2) new weeds at Plunkett Lake that need to be treated. It is estimated to be a three (3) year program. There are also weeds covering the entire bottom of the lake. They will be getting quotes for these projects

- Recreation Association – The request is for \$4,500. This covers the electric bill and the porta potty at the baseball (AA) field.

- Water/Sewer – Maintenance issues may have to be put out till next year as there is not enough money in the surplus to cover them. Sewer III is currently running in a deficit and rates must be increased to cover expenses. Dave Prickett Consulting will be contacted to review and recommend the increase needed. Water Surplus has enough money to cover the estimated 30K for mapping recommended by Dave Prickett.

- Board of Health – Fred Sears, Board of Health Agent, has requested that a rolling account be set up to address the dilapidated buildings in town. He is working on getting an estimate.

- Police Officers Contract – Negotiations are ongoing , therefore we have no figure yet. Bob reported that the Police Reform mandate required by July 1st may be pushed out a bit due to the time frame to complete the training requirements.

A motion was made and seconded to adjourn at 7:21 pm. The motion passed unanimously by a roll call vote. Our next regular meeting of this Committee is Thursday, April 1, 2021 at 6:30 pm in the downstairs Community Room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

SELECT BOARD & FINANCE COMMITTEE JOINT MEETING AGENDA / March 13, 2021 at 8:30am

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 10am on 3/8/2021

Public may attend meeting by zoom:

FY22 Budget Meeting with Select Board and Finance Committee

08:30 AM - 02:30 PM (we may end early)

To see the schedule for the meeting, [click here](#).

This is a business meeting. The public may listen at will and speak with the permission of the chair.

To attend via Zoom: You will need to register to get the direct link to the meeting – so that we have a good registration list.

The link is <https://us02web.zoom.us/join/92588691521>

The Meeting ID is: 869 1521 9659

After registering, you will receive a confirmation email containing information about joining the meeting.

Via Conference call: The number is 413-449-5095; code 706954#

**SELECT BOARD & FINANCE COMMITTEE JOINT MEETING MINUTES /
March 13, 2021 at 8:30am**

Community Room, Downstairs, Town Hall, 39 South Street, Hinsdale MA

Posted at 4:10pm on 3/28/2021

This meeting is to discuss the FY22 Budget proposals. This meeting was posted as available on Zoom and Conference call.

Members

Board

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

Select

Bob Graves, Town Administrator
Dick Scialabba, Chair
Viv Mason
Ray Bolduc

The meeting was called to order by the Select Board Chairman, Dick Scialabba, at 8:44 am. Eight department heads are scheduled to attend this meeting to present their proposals and answer any questions regarding the same.

Bud Hall – DPW and Water/Sewer

Chief Ralph Cormier – Fire Department

Diane Sturtevant – Treasurer-Collector

Dawn Frissell and Marylou Galliher – Town Clerk's office

Tom Butler – Library

Andy Hagadorn and Monica Monferret – Lake Management (via zoom)

Officer Elizabeth Zipp – Animal Control

Other proposals that were discussed are as follows;

Assessors – RRG

Accountant- Charlie Brown

Board of Health – Fred Sears

Building Inspector – Paul Green

Conservation – Caleb Mitchell

Transfer Station – Barry O'Keefe

Tree Warden – Barry O'Keefe

Cemetery

Other issues discussed are as follows; Legal, Cannabis operations, Audit, Town Report, CSX, Fuel Metering, Green Energy, Emergency Management, CBRSD, Vocational, Landfill capping, Council on Aging, Dave Prickett's proposals for Water/Sewer, Old Town Hall, Plunkett Lake Beach, Oil Tank at Town Hall, E. Washington Road, Middlefield Road, TIPS program for Rt. 143, and the Capital Plan.

Shaun Galliher reported that the Free Cash is \$482,510. The Covid-19 Aid for the Town is \$188,531 that will go into the General Fund, and there are no restrictions on how to spend it. CBRSD reported \$14,740 credit to Hinsdale that will be applied to reduce the Operating Cost. A motion was made and seconded to adjourn at 2:40 pm. The motion passed unanimously. The next meeting of the Finance Committee on this Budget is Thursday, March 25, 2021 at 6:30 pm. In the Town Hall Community Room.

Respectfully submitted,

Mary A. Rice, Finance Committee Secretary

FINANCE COMMITTEE MEETING AGENDA / March 4, 2021, at 6:30pm

Community Room, Downstairs, Town Hall

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

posted at 9:15am on 3/2/2021

Call to Order

- Review minutes from previous meeting
- Review Accountants Report
- Town Administrator Comments/Status – Mr. Graves
- Route 143 TIP status
- Police Negotiation Status
- Winter Roads Accounts Status
- Status of school building project – Mr. Chivers
- 7 Town Advisory Updates – Ms. Conner
- Sewer & Water Accounts Status – Ms. Rice
- Sewer & Water Evaluation & Maintenance Proposal
- FY21 Finance Communications to Boards & Committees
- New Growth
- Cannabis Host Agreement(s) status
- FY22 Budget Planning & ATM Scheduling

- Library Heating
- Any other business not reasonably anticipated

Public Comment

Adjourn

FINANCE COMMITTEE MEETING MINUTES / March 4, 2021, at 6:30pm

Community Room, Downstairs, Town Hall

posted at 4:10pm on 3/28/2021

Members

Absent

Other

Shaun Galliher

Heather Brown (remote)

Jim Chivers

Chris Pike (remote)

Russ Parks (remote)

Nancy Smith (remote)

Bonnie Conner (remote)

Mary Rice (remote)

Bob Graves, Town Administrator

Dick Scialabba, Select Board (remote)

The meeting was opened at 6:33 pm.

A motion was made and seconded to accept the minutes of the February 4, 2021 as written. The motion passed unanimously by a roll call vote.

There were a few items on the Expense Report that were discussed by the Committee. The Police Department Expense account indicated a minus balance, but it was a posting error only. The Town Hall Renovations are almost completed; Heating and Cooling project is still being worked on; Winter Roads overrun is the lowest in a long time at approximately 30K; Town Waste is up about 8%, and we have received the quote for next year; Bag tag sales have resumed on line; Community Center columns will be completed as soon as the weather allows; Health and Life insurance is showing a healthy balance which indicates it may have been over budgeted last year (Bob will get more information for this budget).

Bob Graves said the budget is in good shape for next year and we need to decide what Capital Projects we want to complete this year. He said most budget requests are reasonable but most also want raises. All departments have been good about submitting their budgets.

Bob and Bud Hall have talked with DOT about the TIPS program. The new requirements include bike lanes, sidewalks and many other things that really don't apply to the Rt. 143 project. It is reported that Governor Baker is coming out with a new program for rural areas that have State numbers, such as Rt. 143. Bud is getting some cost estimates so he will be able to jump on it as soon as it comes out.

Bob reported that June should be when the application for the Schnopp Road project is available. We also need to look into how to proceed on the portion of that road that is in Peru, Raymond Road. He will contact Caleb, the Town Administrator in Peru, for his input. Foresight is working on the submission plans. Bob and Bud have been discussing the East Washington Road issue. It may be more cost effective to grind it down and restore it to a dirt road. We already have approximately 23 culverts, and Ch. 90 monies could be used to do this.

Bob reported that several applicants for Cannabis operations in Town, are moving forward.

Jim Chivers, School Building Committee, reported that the project on schedule. The Committee voted on additional monies to up grade the Air Distribution System. It will be upgraded with filters , more controls and better air exchange. This will be an addition cost of approximately 170K to 200K that will be paid out of the existing reserve fund at no additional cost to the Town. Bonnie Conner, Seven Town Advisory Committee said no meetings have been scheduled as of yet. The School Committee did or is forming a subcommittee to look into the Charter, but have not yet scheduled any meeting.

Mary Rice reported on Water/Sewer issues. The Continuous Leak Report shows eight (8) properties over 35 days, and three (3) new ones. Some of these are repeats, with a few new ones. There is a meeting of the Water Sewer Commissioners scheduled for Friday, March 5, 2021 at 1:00 in the Town Hall downstairs meeting room. Dave Prickett will be on Zoom for this meeting, and will discuss three maintenance options for the sewer system to consider for the ATM.

Bob reported that the Select Board has voted to move the ATM to Wednesday, June 9, 2021. The annual election will be on Saturday, June 12, 2021.

Bob reported that he had talked with Jim Manning, Chairman of the Library Trustees, about the change of the heating system from oil to propane. He will get more information from Jim about the progress.

Bob also reported that Greg Boino, CBRSD, notified him that they received a grant and the SB needs to accept it. This will be approximately 49K applied as a credit to operating expenses for Hinsdale.

Chairman Galliher reported that the Audit is complete and looks good for the Town.

Bob will check with the Assessors on the status of the new assessment for Eversource. They should have paid it and had 30 days after that, to appeal it if they chose to.

A motion was made and seconded to adjourn at 7:21 pm. The motion passed unanimously by a roll call vote. Our next scheduled meeting is our annual all day budget meeting on Saturday March 13, 2021 starting at 8:30 am in the downstairs Community Room at Town Hall. The next regular meeting of this Committee is Thursday, April 1, 2021 at 6:30 pm also in the downstairs Community Room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary

FINANCE COMMITTEE MEETING AGENDA / February 4, 2021, at 6:30pm

Community Room, Downstairs, Town Hall

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

posted at 8am on 2/2/2021

Call to Order

- Review minutes from previous meeting
- Review Accountants Report
- Town Administrator Comments/Status – Mr. Graves
- Route 143 TIP status
- Police Negotiation Status
- DPW Staffing
- Status of school building project – Mr. Chivers
- 7 Town Advisory Updates – Ms. Conner
- Sewer & Water Accounts Status – Ms. Rice
- Sewer & Water Evaluation & Maintenance Proposal

- FY21 Finance Communications to Boards & Committees
- Utilities Personal Property Appraisal Status
- Cannabis Host Agreement(s) status
- FY22 Budget Planning & ATM Scheduling
- Any other business not reasonably anticipated

Public Comment

Adjourn

FINANCE COMMITTEE MEETING MINUTES / February 4, 2021, at 6:30pm

Community Room, Downstairs, Town Hall

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

posted at 8am on 2/2/2021

FINANCE COMMITTEE MEETING AGENDA / January 7, 2021, at 6:30pm

Community Room, Downstairs, Town Hall

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

posted at 5:35pm on 1/4/2021

Call to Order

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

Public Comment

Adjourn

FINANCE COMMITTEE MEETING MINUTES / January 7, 2021, at 6:30pm

Community Room, Downstairs, Town Hall

posted at 10:10am on 2/7/2021

Members

Absent

Others

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

Bob Graves, Town Administrator
Dick Scialabba, Select Board (remote)

The meeting was opened at 6:32 pm.

A motion was made and seconded to accept the minutes of the December 3, 2020 Finance meeting as written. The motion passed with a roll call vote, with one abstaining.

Chairman Galliher reported that he did not see any outstanding issues with the Accountants report and the Committee agreed.

Bob Graves reported that the gate valve at Plunkett Lake has been repaired and paid for by the Insurance claim. However, other costs such as the engineering costs will be ours. He estimates it will be about 15K. Training on the valve is yet to be scheduled and will possibly be next week. The valve is left about 1/2" to 1" open to try to maintain a neutral level with the flow in and out. Old Dalton Road bills have been submitted to the State. There was a contingency held back to address minor fixes. One of them is a 30' to 40' rise near the culvert that the company will fix in the Spring.

Another issue Bob is working on is the return of our deposit with CSX for approximately 18K. They required that amount to do work on the road under the underpass. Bob does not believe there was any issue and is attempting to get it returned.

The "Schnopp Road" engineering study is now being done by Foresight Land Services. A traffic study

will be done for the Grant Application and it will be noted that because of Covid-19, there is no regular school traffic to report in this study.

Bob suggested based on a recent meeting of Town Managers, that we think about moving the ATM out to June 16th or 23rd, sooner than later. Chairman Galliher would prefer to wait a bit longer, possibly March or April to make that decision. Some committee members agreed. We will keep that issue on our meeting agenda going forward, for discussion.

Russ Parks asked if there is any information of vaccines for the Town. Dick Scialabba reported that the Board of Health is working with Emergency Management on this issue. Our First Responders, Fire Department, EMTs and Police Officers will be making appointments for next week that will be done at the BCC Field House in Pittsfield. Board of Health Agent Fred Sears will keep Bob informed. He also suggested the State website for more information and you can also contact Mr. Sears.

Bob Graves reported that the Select Board has started budget talks with the Police Association and that we should expect some increases in wages. He noted that we should be "fair and equitable" in discussion on wages.

Chairman Galliher also noted that the Select Board is in negotiation with Bob Graves, our Town Administrator. He also reported a 1% increase in the County Retirement assessment, which is low compared to other years.

Jim Chivers said there was a meeting scheduled for the School Building Committee, but was canceled and not yet rescheduled. He did report that the progress is still ahead of schedule. He

noted the following; Sheetrock is being installed in the auditorium, the locker room walls, roofs are done, framing of the office areas is being worked on and plastic is being put up to keep the heat in for the workers.

Bonnie Conner has not yet been notified of any meetings of the Seven Town Advisory Committee.

Mary Rice reported on the current Continuous Leak Report for December 2020. There are 10 properties listed with 6 being repeats and 4 new ones. The bills are out and due on February 3, 2021. This should be the last bill for the meters. Chairman Galliher will send out the proposals from Dave Prickett on maintenance issues for water and sewer that should be addressed going forward. He asked everyone to look them over for discussion at our next meeting. He feels we should be putting money into these issues yearly to maintain our systems.

Chairman Galliher will address the Utilities and Personal Property issues at our next meeting. Viv Mason, Select Board Chairperson, has been working on these and is not at this meeting. Bob Graves will send out our Budget Planning Calendar by next week. He suggested we hold our Saturday meeting on the 2nd Saturday, not the First one. That would be March 13, 2021. Dick Scialabba answered Russ Parks question about Wired West and the payments for the electricity in the Fire House. He said it is now MBI and yes, they are paying the bill for their portion of the electricity. Recently they received a check for \$2,000. with another amount of \$1,000. expected.

Chairman Galliher said we should be seeing some revenue from the Bullards Crossing Marijuana operation and the Solar Farms that are now up and running.

A motion was made and seconded to adjourn at 7:02 pm. The motion passed unanimously by a roll call vote. The next meeting of this Committee is February 4, 2021 in the Community Room at Town Hall.

Respectfully submitted, Mary A. Rice, Secretary