

Town of Charlton

Finance Committee Meeting Minutes

Select Board Meeting Room

Date: July 11, 2019 Meeting came to order at 6:30pm

Minutes taken by: John Grondalski, Clerk

In Attendance: Hank Camosse – Chairman, Joe Spiewak – Vice Chairman, Carol Brodeur, John Grondalski, Cory Hanson, Keith Johnson, Jason Julian Absent: Maura O'Connor
Guests: Robin Craver – Town Administrator, Donna Foglio – Town Finance Director, Patsy Rydlak – Planning Board Chairman

1. Cory Hanson, new alternate member introduced.
2. Hank Camosse, as new chairman, reviewed operating ground rules with board.
 - a. If quorum, meetings will start promptly as scheduled, please be on time.
 - b. Goal is for meetings to last no longer than 1.5 hours.
 - c. Prompt notice if unable to attend a meeting is expected. This will permit rescheduling if issue reaching quorum.
 - d. Members should come prepared to address items.
 - e. Discussion will be limited to items on the agenda.
 - f. Members should not use cell phones during meeting.
 - g. All members will be respectful to each other and guests.
3. Motion to accept Finance Committee minutes from May 20 and June 12, 2019 by John Grondalski, 2nd by Joe Spiewak – All in favor
4. **Transfer of Funds Overview** – Finance Director Donna Foglio presented an overview of the types of transfers (Budget Transfers Crossing Departments, Budget Transfers within a Department, Finance Committee Transfers)
Donna also explained that departments must ask for additional funding if expecting need prior to spending in excess. Even if transfer is made to cover bills, doing so after an account is negative is a possible offense subject to fines and/or incarceration. She must report any deficit spending to DA, other than snow & ice removal or if the result of an emergency declaration.
5. **Transfer Requests**
 - a. **Transfer 19071101 –FY 19 BOS Salaries to COA Expenses \$319.96**
Selectman Borowski donating stipend to Council on Aging; represents two months.
Motion to transfer by Joe Spiewak, 2nd by Carol Brodeur – All in favor
 - b. **Transfer 19071102 –FY 19 Finance Committee Reserve Fund to Town Council Services \$26,366.59**
Finance Director shared that the VGG land court case went to court in June and she has paid legal invoices through May and has balance of \$8,685.80 remaining. (after previous \$25,000 Fin Com transfer) She expects June legal bills to be higher than normal.
Discussion had regarding exploring changes in the future to avoid a shortage situation; contract caps, retainers, funding special projects separately from every day legal needs line. Motion to transfer by Jason Julian, 2nd by Keith Johnson – All in favor

c. Transfer 19071103 –FY 20 Finance Committee Reserve Fund to Town Clerk – Special Election Expense \$8000.00

Finance Director explained that Town Clerk was only budgeted to conduct annual town elections in May 2020. Funding is required to conduct special election for safety complex debt exclusion in August 2019. Spending the \$8,000 budgeted knowing that there is another election in May creates a reportable deficit spending situation. Discussion had regarding 'Advisory' or 'Approved' transfer. Finance Director directed to plan to replace funds in Finance Committee Reserve Account at fall town meeting. Motion to transfer by Carol Brodeur, 2nd by Joe Spiewak – All in favor

d. Transfer 19071104 –FY 20 Finance Committee Reserve Account to Planning Board Consulting Services \$15,000.00

Planning Board Chairman explained attorney working on VGG subdivision case is requesting a traffic study that was never completed for judge. Planning Board Consulting Services is an unbudgeted line item. Finance Director directed to plan to replace funds in Finance Committee Reserve Fund at fall town meeting. Hank Camosse requested finance director forward current FY20 budget spreadsheet. Motion to transfer by Joe Spiewak, 2nd by– John Grondalski All in favor

6. Invoice –FY 20 Annual Dues for the Association of Town Finance Committees \$210
Motion to pay invoice by Keith Johnson, 2nd by Joe Spiewak – All in favor

7. Finance Committee webpage and email

Donna currently unavailable due to workload to train John on maintenance of new website; planning to do in fall. In mean time send changes to page and minutes to her for posting. Uploading ADA compliant files still an issue to be resolved. No images allowed, must be searchable text.

All board members are to use town issued emails going forward. If assistance is needed they are to contact the BOS office. The general Finance Committee email address will be set up to forward to chairman and clerk.

Next meeting August 21, 2019, 6:30 pm, BOS Room

Finance Director and Town Administrator were asked to have updated 5 year capital plan for meeting.

Motion to adjourn by Keith Johnson, 2nd by Jason Julian Meeting adjourned 7:35pm

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Voted:

