

Present: Selectman Cindy Doty, Selectman Edmund Jaworski, Chair, Marlene Michonski, Town Administrator, Lydia Szych, Town Clerk.

Finance Committee members: Darryl Williams, Chair, Sean Barry, Paul Fisher, Betsy Rider

Selectman Jaworski, Chair, opened the meeting at 6:30p.m. The meeting tonight is to determine what would be done with free cash and decide on a possible special town meeting. Selectman Doty noted that former selectman Jan Adamski has passed away. Mr. Williams said that Jan will be missed.

No one was present for public forum. There were no minutes to approve.

Selectman Jaworski turned the meeting over to Darryl Williams, who said the Finance Committee will discuss uses for proposed free cash, and possible Special Town Meeting. Finance Committee requested an update on Schedule A, the audit, and then would begin a preliminary discussion about Special Town Meeting possibly for June 27th. He noted that as of today there is zero free cash. Ms. Michonski said some non-funding articles for Special Town Meeting could be discussed even if there is no free cash.

Mr. Geser said Schedule A is done in draft form but doesn't know if it was submitted. He said that he and Mr. Justin Cole are working on a couple of issues. Mr. Williams asked Mr. Geser to review items from Schedule A. Mr. Geser said they rebooked all the loans, reran some tax title adjustment numbers in an attempt to reduce some variances. Responding to a question from Mr. Williams, Mr. Geser said we know which years are off, 15, 16 & 17. Going forward there will be a strategy for the financial team.

Ms. Michonski said auditors hope to have a draft next Monday which then would go to Maryjane Handy at DOR. Mr. Williams said a warrant for a Special Town Meeting for the 27<sup>th</sup> must be posted by next Wednesday the 13<sup>th</sup>. Mr. Williams said we won't have an answer from DOR by then but he's confident that DOR will release the rest of the free cash once they are comfortable with the changes and know we're on the right track. The Board and Finance Committee need a priority list. Mr. Williams said free cash is different from state aid. The town hasn't gotten state aid for 3-4 months.

Mr. Fisher asked about the new chart of accounts. Mr. Geser described the trial balance as 1100-1300 pages with a lot of duplication. He said our chart of accounts doesn't have behind-the-scenes mechanics necessary to do inter fund transfers. Mr. Geser said unapplied revenue will be squared away within a couple of weeks. Mr. Williams said we've come a long way in this process.

Mr. Williams noted a priority list from Ms. Michonski with FY18 issues that need to be resolved. Deficits include health insurance, Smith Vocational transportation/tuition, professional services for Baystate Accounting and the town's IT budget. She said at department head meetings departments have been asked to watch their budgets. Mr. Barry asked if money is appropriated at town meeting could people be stopped from spending. Covering some of these items with money from finance reserve was mentioned. Mr. Williams reported there was currently \$27,600. in finance reserve. Ms. Michonski suggested asking departments if they anticipate turning back money as it would be available to transfer from one budget to another. Mr. Barry said the municipal modernization act eliminated certain rules.

Accounts in deficit were discussed including IT, office supplies, smith vocational tuition/transportation and health insurance. Ms. Rider said health insurance is most critical. It isn't known if there will be any

leftover money from the current budget until the end of the fiscal year. Mr. Geser said free cash expires June 30 and needs to get certified.

Town Clerk, Lydia Szych presented a request to transfer funds within her budget. She is attempting to take advantage of a price reduction on a voting machine using money she didn't expect to have in the salary line. During discussion, Ms. Szych was discouraged from buying a new printer in anticipation of the current one breaking down. Mr. Barry said a vote of the Board of Selectmen and Finance Committee was needed to transfer money from the salary line.

Ms. Szych also noted that the Board of Selectmen must vote to discontinue the current voting machine. She must notify the state of this vote by July 9<sup>th</sup>.

Mr. Barry moved to transfer \$2500.00 from line 22 "Town Clerk's Staff" to line 21, "Town Clerk's Expense." Mr. Fisher seconded. All voting in favor, the motion was approved.

Selectman Jaworski moved to move \$2500.00 from line 22 "Town Clerk's Staff" to line 21, "Town Clerk's Expense." Selectman Doty seconded. The motion was approved.

Selectman Jaworski moved to discontinue use of the LHS Accuvote S/N 45632 voting tabulator and begin implementing the use of a new LHS Imagecase electronic vote tabulator beginning with the Nov. 6<sup>th</sup>, 2018 state election. Selectman Doty seconded. The motion was approved.

#### FY19 Priority List-

Priority list items were discussed. Ms. Michonski said the town must do an actuarial study in FY19. Unfunded benefits, OPEB, part of GASBY were explained. Ms. Michonski – if we don't do it we will be penalized. Mr. Williams the state requires this, and the budget must be amended to include it though it's not a line item and has to be plugged in somewhere. Ms. Michonski suggested adding it to accountant's professional services.

Discussion continued around the possible reinstatement of FY19 operating budgets which had been reduced by 1% and 2%. Mr. Williams said he sees no need to reinstate cleaning if we don't need it until next year. Mr. Barry said we are having to plug a \$54,000.00 hole in next year's budget. Mr. Williams noted reimbursement of the 40k ambulance surplus money that dropped to free cash as an accounting rather than a revenue issue. The ambulance is self-sufficient and this would allow him to cover the budget for the other half of the year. Mr. Barry said an ambulance surplus implies that there was excess in previous years. Mr. Geser explained this as a cash flow problem with FY18 free cash. There is also \$46,000.00 owed to Community Preservation.

Mr. Barry asked to talk about stabilization, as \$279,000.00 has been transferred out of stabilization. Mr. Williams said we should establish putting some money back in every year. Mr. Fisher said it's a rainy day fund, and we've had some rainy days. Ms. Michonski mentioned potential COLAs for non-union hourly employees excluding salaried positions and department heads. Mr. Fisher asked Ms. Michonski to confirm that the Fire department is leasing paramedic equipment at a cost of \$13,000.00/year. In discussion regarding the vehicle lease in the operating budget, Mr. Barry said it is not really a lease, it's rent to own.

Ms. Rider said she had concern for IT going forward. Ms. Michonski would like another \$8,000.00 at a minimum as she is not comfortable with \$30,000.00 which is also used for the website and telephones. Selectman Doty asked if this was to be put out to bid. Ms. Michonski said Paul Duval of the school is reviewing the bid specs. Mr. Williams said the leak detection study is required, but said he would like confirmation. Mr. Fisher remembered that Mr. Genovese was said this would be \$40,000.00. Mr. Williams said they are also looking for a jaws of life. Selectman Doty said someone recommended a fundraiser.

Ms. Rider mentioned a requested increase for the Council on Aging Director. A brief discussion took place regarding who else is underpaid. The Board of Health requested an increase to the health agent's hours by 4 hours per week. Ms. Rider noted there was also a requested increase to the secretary and Town Administrator's office. Selectman Doty noted the Board of Health agent was doing a lot of the court work. Kerry Flaherty, Board of Health Chair should be consulted about this. Ms. Rider asked about the salary study. Mr. Williams explained that the study was done but never officially accepted by the Board of Selectmen.

Ms. Rider distributed a sheet re how much would be spent to pay off town loans. When things come off the list then we buy something we've been needing but if we continue to see large insurance increases maybe the town should not buy more things through loans. There is a benefit to a new loan within a grace period. A pay off of a proposition 2.5 loan doesn't affect the tax rate. Mr. Barry said we've been rebuilding the waste water treatment plant bit by bit for 15 years. Phase 1 and phase 2 town hall renovation was discussed.

Mr. Williams noted an upcoming meeting Tuesday, June 12, when the Finance Committee would need to give guidance for articles for Special Town Meeting. The Finance Committee discussed items to be included. Regarding the 350<sup>th</sup> anniversary Ms. Michonski said there needn't be a figure in there. Mr. Barry and Mr. Williams agreed that everything should be put on the warrant, however differed in regards the COLA. Mr. Barry said he would have cut \$75,000.00 out of the budget to fund a COLA. Mr. Barry said Ms. Michonski asked for an additional \$10,000.00 for IT but it's not a one-time thing. The community preservation can be in the fall, but is a low priority. Mr. Williams said community preservation members are committed to getting that money back. A non-financial article is a legislative petition regarding a request to ABCC to increase the town quota of all alcohol package stores.

#### Finance Committee

Ms. Rider moved to recommend to the Board of Selectmen 12 articles for a draft warrant. Mr. Fisher seconded. All voting in favor, the motion was approved. Selectman Jaworski thanked the Finance Committee.

The Finance Committee and Board arrived at a dollar total of \$338,000.00. Ms. Michonski said the Board needed to vote to recommend the order of articles. She read them in order as 1. FY18, 2. OPEB budget, 3. stabilization fund, 4. ambulance surplus, 5. leak detection study, 6. paramedic equipment, the town 350<sup>th</sup>, the jaws of life, and 2 non-financial articles. Selectman Jaworski moved to go forward with a Special Town Meeting, on Wednesday, June 27<sup>th</sup> at 7:00pm. at the Hatfield Elementary School. Selectman Doty seconded. The motion was approved.

Selectman Doty moved to place on the warrant Finance Committee recommendations should free cash money come through in order for expenditures: health insurance, leak detection study, Hatfield's 350<sup>th</sup>, paramedic equipment and, jaws of life. Selectman Jaworski seconded. The motion was approved. Selectman Doty moved to add also, 2 non-financial articles. Selectman Jaworski seconded. This motion was approved. Ms. Szych, Town Clerk is to witness the signatures of the Board of Selectmen.

Selectman Doty moved to adjourn. Selectman Jaworski seconded. All voting in favor, the motion carried and the meeting ended at 8:31pm.

Respectfully Submitted,

Ki. J. Eno  
Executive Assistant