

Approved Nov. 17, 2020
Board of Selectmen
Meeting Minutes
October 27, 2020, 6:30 pm
Memorial Town Hall

Present: Board of Selectmen Chair Diana Szynal, Edmund Jaworski and Brian Moriarty

Also, in attendance: Town Administrator Marlene Michonski; Collector/Treasurer Sharon Strzegowski; Accountant Laurie Dell'Olio; Finance Committee Chair Darryl Williams, Kim Baker, Sean Barry, Betsy Rider and Diane Brzozowski; DPW Director Phil Genovese

Chairwoman Szynal called the meeting to order at 6:35 pm for the purpose of meeting with the Finance Committee.

Finance Committee Chair Williams called the meeting to order and referenced topics for discussion –

- Update of accounting services and additional cost of accounting for 2020 financial data and source of funding to cover cost
- DPW request for new equipment and vehicle lease
- November 21st Special Town Meeting
- Election costs

FY20 Audit

Finance Chair Williams asked for an update on the status of the audit. Town Administrator and Treasurer reported that since submitting the documents requested, there has not been any word from the auditor. Town Administrator will contact auditor to inquire as to status.

FY20 Accounting

Accountant, Ms. Dell'Olio explained that Melanson's cost for services was an estimate and knew there would be some challenges with three separate chart of accounts. Additional work was necessary which resulted in an overrun cost of \$30,000. Melanson is asking if the Town would consider covering any of the cost. Discussed splitting the difference of the overage. Finance Chair Williams asked to verify with Town Counsel if the Town can cover the cost of work with FY21 funds. Board of Selectmen and Finance support covering the cost and could fund expense from the Reserve Fund.

Equipment/Vehicle Lease

Inquiring why the proposed new lease did not come up during the previous budget cycle, Finance Chair Williams expressed that he would like to see it taken up at the Annual Town Meeting verses a Special Town Meeting. Referring to the first directive to Departments to prepare for a 10% budget cut, DPW Director Mr. Genovese explained that the Vehicle Lease Program would have been reduced. The level funded budget maintained the money for the lease. Also, adding, sufficient money is in the budget to cover the new lease. Mr. Genovese said the new lease includes a new mower, new mini excavator, new dump truck, new school van and possibly some attachments. Selectman Moriarty offered that the lease is more paperwork and funding is not necessary.

Finance member Mr. Barry added that the Capital Improvement Committee met earlier in the evening and voted unanimously to approve the lease.

Finance Committee recommended the lease.

Election Budget/Expenses

With prior knowledge from Town Clerk Lydia Szych, election costs have exceeded budget. Costs were reviewed including added time she has put in since January for elections and federal census. Finance Committee will take up a transfer request from Ms. Szych to fund deficit from the Finance Reserve Fund at their next meeting. Finance Committee agreed that the position should be looked at during the budget process.

COVID-19 Coordinator Position

Recognizing the position has become demanding and consumes a significant amount of time, including guidance for the School, the Board of Selectmen would like to see the position return to a manageable position which initially was intended to be 20 hours a week. An option for consideration is to add the duties to the Health Agent's position and whether to make it a full-time position. The position currently has been considered an eligible expense under the federal funding CARES Program which expires the end of December. Based on present data and guidance concerning the virus from the State, the Town may need to look at funding the position beyond December.

Topic for discussion at future meetings.

Motion made by Member Jaworski to adjourn the meeting. Motion seconded by Member Moriarty. Unanimous

Meeting adjourned at 7:54 pm.

Respectfully,

Marlene Michonski
Town Administrator