Town of Hubbardston

**Finance Committee – Meeting Minutes**

**October 15, 2019**

Meeting called to order: 6:37 PM in the Slade Building

Members present: Shannon Erb, Joshua Lerner, Susan Rayne, and Chuck Reed

Other Attendees: Ryan McLane, Town Administrator (joining at 6:53 PM)

1. *Approval of Minutes.* Noting that Mr. McLane was unable to join the meeting, the Committee agreed at the suggestion of Ms. Rayne to take the agenda items out of order. Upon motion duly made by Mr. Lerner and seconded by Ms. Erb, it was unanimously

VOTED: To approve as submitted the minutes of the meetings of the Finance Committee dated June 20, 2019 (Mr. Reed abstaining), July 22, 2019, July 29, 2019, August 5, 2019, and August 21, 2019.

Upon motion duly made by Ms. Erb and seconded by Mr. Lerner, it was unanimously

VOTED: To approve as submitted the minutes of the meetings of the Finance Committee dated July 8, 2019 (Ms. Rayne abstaining).

1. *Discussion of warrant recommendations for August 2019 Special Town Meeting.* Upon joining the meeting, Mr. McLane presented a revised FY2020 Town budget that showed further reductions totaling $14,293. Upon motion duly made by Ms. Erb and seconded by Mr. Reed, it was unanimously

VOTED: To recommend Article 1 as submitted to the August 2019 Special Town Meeting.

Upon motion duly made by Ms. Erb and seconded by Mr. Lerner, it was unanimously

VOTED: To recommend Article 2 as submitted to the August 2019 Special Town Meeting.

1. *Town Administrator Report*. Mr. McLane next noted two employee resignations (Board of Health Clerk and Assistant Town Clerk) and the reassignment of some additional functions to existing staff; the proposed transfers to cover expenses for the restoration of the ramp to the Slade Building, for the rekeying of all municipal buildings, and for the Senior Center HVAC repair; the closing of 1Q2020; the overall good results of the Town’s 2018 financial audit (noting ambulance receivables and cash reconciliation as areas for improvements); and the good progress to date of the VADAR conversion.
2. *New and Other Business.* None.
3. *Adjournment.* Upon motion duly made by Ms. Erb and seconded by Mr. Lerner, the Committee unanimously voted to adjourn.

Adjourned at 8:01 P.M.

Minutes submitted by: Susan Rayne, Clerk *Pro Tem*

Minutes approved by: Susan Rayne, Chair



Date: February 11, 2020

Susan Rayne