

Town of Hubbardston

Finance Committee – Remote Meeting Minutes April 30, 2020

Remote meeting called to order: 6:32 PM via Zoom

Members present remotely: Shannon Erb, Joshua Lerner, Susan Rayne, Chuck Reed, Maria Tourigny

Other remote attendees: Ryan McLane, Town Administrator.

Mr. McLane facilitated the remote meeting via Zoom and at the invitation of the Chair introduced the meeting as being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

- 1) *Approval of minutes of prior meetings.* Upon motion duly made by Mr. Reed and seconded by Mr. Lerner, it was unanimously (Ms. Tourigny abstaining) by roll call vote

VOTED: To approve as submitted the minutes of the meetings of the Committee dated February 11, 2020 and March 24, 2020.

- 2) *Town Administrator Report as to performance to FY2020 operating budget to date, revenue and expense projections, and actual and forecasted capital expenses; FY2021 budget matters; and other budget and finance matters.* Mr. McLane reported the following:
 - a) *3Q20 Report:* The majority of departments are within the 75% expenditure level expected at this time; line item exceptions include police and fire vehicle and equipment repairs, DPW details, and COVID-related building maintenance and police personnel overtime
 - b) *FY2020 analysis:*
 - i) The Town has implemented a spending freeze across all departments and is looking for available COVID grants to offset related expenses. Mr. McLane has asked the Town departments to fund any overages within their own departmental budgets before asking for transfers.
 - ii) Revenues for 4Q20 are uncertain at best; Mr. McLane anticipates a drop of about \$100,000 below budgeted revenues. He is undertaking a review of all capital projects. Of particular interest are the ambulance accounts receivable, which totals \$350,000; many of these have aged out past the limitations period and Mr. McLane noted that he would have more insight as to how to proceed in the coming months.
 - c) *FY2021 budget:*
 - i) Mr. McLane stated that the uncertainty surrounding the Commonwealth's offering additional assistance to cities and towns, let alone funding the current estimated amounts, made revenue forecasting even more challenging than usual. Current projections suggested an optimistic \$50,000 deficit from FY2020 revenues. As for expenses, Mr. McLane noted that the QRSD School Committee was meeting on

- May 5 to further discuss the QRSD FY2021 budget, and stated that at this point it appeared that the Town could afford an increase in its assessment of only 3%.
- ii) Mr. McLane stated that it was conceivable that due to COVID concerns the 2020 Annual Town Meeting would have to be postponed past June 30, in which case the Town would proceed in FY2021 on a 1/12 budget, with the 2020 Annual Town Meeting moved to September.
 - iii) Mr. McLane reported that approximately \$415,000 was held in the Town's stabilization fund.
- 3) *Review of FY2021 Budget Status and Warrant Articles.* It was the sense of the meeting that more information was needed – in particular, the QRSD budget and resulting assessment information – before the Committee could see a clear path to the approach to be taken towards the Town's FY2021 budget.
- 4) *Other/New Business:* The next meeting of the Committee will be held remotely on May 6, 2020 at 7:30 p.m.
- 5) *Adjournment.* On motion duly made by Mr. Reed and seconded by Ms. Erb, it was unanimously by roll call vote
- VOTED: To adjourn.

Adjourned at 7:50 P.M.

Minutes submitted by:
Minutes approved by:

Susan Rayne, Clerk *Pro Tem*
Susan Rayne, Chair



Susan Rayne

Date: July 13, 2020