Town of Hubbardston

**Finance Committee – Meeting Minutes**

**November 4, 2019**

Meeting called to order: 6:31 PM in the Slade Building

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

Other Attendees: Ryan McLane, Town Administrator

1. *Approval of minutes.* No minutes were submitted for approval.
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 reviewed expenses, revenues, and capital expenses for 3Q2020, comparing budgeted amounts to actual amounts and noting where actuals exceeded budgeted amounts due to costs being ‘front loaded’ or payable in advance or due to unforeseen circumstances.
3. *Joint meeting with Selectboard to discuss FY2021 budget goals.* The joint meeting began at 7:39 PM. The Committee, the Selectboard, and the Town Administrator discussed the goals of reducing the use of free cash in the operating budgets, the use of the Town’s 5 year budget projections in its conversations with the QRSD School Committee regarding the Town’s assessments, the restoration of budgeted amounts for the DPW for road repair, and whether Prop 2½ overrides would be necessary to meet these budget demands. Consensus ensued around the preparation of a FY2021 budget based on the following goals:
   1. A proposed QRSD assessment increase of not more than 2.5% ,
   2. Personnel wage increases per the Town’s step compensation schedule, and
   3. Other line items otherwise level-funded.

1. *Adjournment*. Upon motion duly made and seconded, the Committee unanimously voted to adjourn its joint meeting with the Selectboard and its meeting.

Adjourned at 9:00 P.M.

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

Minutes approved by: Susan Rayne, Chair





Date: February 11, 2020

Susan Rayne