

Town of Hubbardston

Finance Committee – Meeting Minutes December 11, 2019

Meeting called to order: 6:33 PM in the Slade Building

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

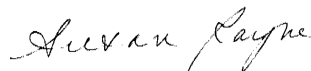
Other Attendees: Ryan McLane, Town Administrator

- 1) *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) Re the FY2021 budget process: staff meetings will begin the FY2021 budget process by generating budget requests from each department; in terms of forecasting, the Committee reviewed the Town's capital planning projections, its expense forecasting (with a \$100,000 deficit noted even with more aggressive reductions), and projected revenues utilizing a 6 year lookback.
 - b) The Planning Board has concluded its benchmarking study and desires a joint meeting with the Finance Committee and the Selectboard in January to discuss its findings.
 - c) Two Reserve Fund transfers were requested; upon motion duly made by Ms. Erb and seconded by Mr. Conaghan, it was unanimously

VOTED: To approve a Reserve Fund transfer in the amount of \$10,000 in respect of expenses incurred in the repair of the Senior Center HVAC, and to approve a Reserve Fund transfer in the amount of \$4,000 in respect of expenses incurred for one month of accounting consulting services rendered, all as documented by the Town Administrator.
- 2) *Review of 2021 Budget calendar and process.* The Committee discussed the process by which it would be proactive in the QRSD School budget process. Ms. Rayne will reach out to member Towns' Finance Committee chairs; Mr. Reed will attend the next Barre Selectboard meeting (scheduled for December 16, 2019); Mr. Lerner will reach out to Mr. Wigler (the current Chair of the QRSD Budget Subcommittee) to obtain a schedule of the QRSD Budget Subcommittee meetings; and the Committee would review the formula by which member Towns' assessments are calculated.
- 3) *Other/new business.* Mr. Conaghan announced that due to a job transfer he would be resigning from the Committee effective December 31, 2019. The Committee expressed their thanks to Mr. Conaghan for his service and wished him well in his future endeavors.
- 4) *Adjournment.* Upon motion duly made by Mr. Conaghan and seconded by Mr. Lerner, the Committee unanimously voted to adjourn.

Adjourned at 7:48 P.M.

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



Susan Rayne

Date: February 11, 2020
