

Town of Hubbardston

Finance Committee – Meeting Minutes February 11, 2020

Meeting called to order: 6:32 PM in the Slade Building

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

Other Attendees: Ryan McLane, Town Administrator; Daniel Galante, Jamie Haddad, and Jeff Williams, Selectmen; Cheryl Duval, QRSD; Margaret Wood, Pinck & Co.

As Ms. Duval and Ms. Wood were in attendance, the Chair elected to begin the meeting with Item 4 (Other/new business) on the agenda for the meeting.

- 1) *Other/new business:* Ms. Wood, Owner's Project Manager, led a discussion regarding the status of the proposed replacement of the Hubbardston Center School roof, currently projected to cost \$3 million, 60% of which is to be funded by an MSBA grant and the balance of which is to be funded by a proposed Proposition 2½ debt exclusion to be voted on in June. Mr. Williams and Mr. Galante questioned Ms. Wood about the project budget and costs, as well as the fees proposed to be charged by the architect and Ms. Wood's firm, and suggested that the project submission to MSBA be delayed until May to permit further negotiation of those fees. Ms. Wood and Ms. Duval left the meeting at 7:42 PM.
- 2) *Review and acceptance of minutes of prior meetings.* On motion made by Mr. Lerner and seconded by Mr. Reed, it was unanimously

VOTED: To approve the minutes of the meeting of the Finance Committee held on October 15, 2019 as submitted; to approve the minutes of the meeting of the Finance Committee held on November 4, 2019 as submitted with the words "plus a COLA" deleted therefrom; and to approve the minutes of the meeting of the Finance Committee held on December 11, 2019 as submitted with the words "QRSD Budget Subcommittee meeting" deleted and the words "Barre Selectboard meeting" inserted in their stead.

- 3) *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) The Town Administrator's report for 2Q2020 is posted on the Town's website and was reviewed by the Committee.
 - b) A report detailing the Town's actual expenses as compared with FY2020 budget allocations is also available on the Town's website.
 - c) The Town's phone lines were hacked; the condition has been remedied and international calling availability has been eliminated, resulting in a substantial savings.

The Committee discussed the projected new revenues and major budget considerations identified by Mr. McLane in his FY2021 budget analysis, including projected increases for public safety and DPW services, resulting in a proposed budget that would include a 2%

Town of Hubbardston – Finance Committee
Meeting Minutes – February 11, 2020

increase in the Town's QRSD assessment as opposed to the 15.3% currently on the table. Mr. Williams left the meeting at 8:40 PM.

- 4) *Review of 2021 Budget status, including projected QRSD assessment.* The Committee discussed the projected FY2021 QRSD assessment to the Town; based on the QRSD's proposed FY2021 budget increase of 5.3%, the assessment would represent a potential 15.3% increase to the Town's FY2020 QRSD assessment. The Committee noted that such an increase would necessitate the Town's approving a Proposition 2½ override in order to achieve a balanced budget that did not savage all other Town services. Ms. Rayne noted that she would attend the QRSD School Committee meeting scheduled for February 27, 2020.
- 5) *Adjournment.* Upon motion duly made by Ms. Erb and seconded by Mr. Lerner, the Committee unanimously voted to adjourn.

Adjourned at 9:12 P.M.

Minutes submitted by:
Minutes approved by:

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


Susan Rayne

Date: April 30, 2020