

Town of Hubbardston

Finance Committee – Remote Meeting Minutes March 24, 2020

Remote meeting called to order: 7:30 PM via Zoom

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

Other remote attendees: Ryan McLane, Town Administrator; Maria Tourigny.

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."

The Chair noted a typographical error in the date of the notice of the meeting as posted.

- 1) *Review and acceptance of minutes of prior meetings.* No minutes were submitted for review.
- 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) The Town is not presently operating under a local state of emergency; however, Chief Perron has requested an increase in police coverage at an estimated cost of approximately \$1,000 per day due to the current State of Emergency. On motion duly made by Mr. Reed and seconded by Ms. Erb, it was by roll call vote of the Committee members unanimously

VOTED: To recommend to the Board of Selectmen that they declare a local state of emergency in the Town, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus", and that the request of Chief Perron to increase police coverage be granted in response to this declaration.

- b) A report detailing the Town's actual expenses as compared with FY2020 budget allocations through February 29, 2020 shows good performance, although a decline in revenues due to the current State of Emergency is expected.
- 3) *Review of 2021 Budget status, including projected QRSD assessment.* Mr. McLane noted that he has circulated via email the most recent version of the Town's proposed FY2021 budget and that given the current State of Emergency it was conceivable that QRSD and the member Towns would be proceeding on a 1/12 monthly budget for FY2021.
- 4) *Other/new business:* Mr. McLane reported that the Board of Selectmen had approved the appointment of Ms. Tourigny to the Finance Committee. On motion duly made by Mr. Lerner and seconded by Ms. Erb, it was by roll call vote of the Committee members unanimously

VOTED: To accept the appointment of Ms. Tourigny as a member of the Finance Committee.

- 5) *Adjournment.* Upon motion duly made by Mr. Reed and seconded by Mr. Lerner, the Committee by roll call vote unanimously voted to adjourn.

Adjourned at 8:19 P.M.

Minutes submitted by:

Susan Rayne, Clerk *Pro Tem*

Minutes approved by:

Susan Rayne, Chair



Susan Rayne

Date: April 30, 2020