

Town of Hubbardston

Finance Committee – Remote Meeting Minutes July 13, 2020

Remote meeting called to order: 6:01 PM via Zoom

Members present remotely: Joshua Lerner, Susan Rayne, Charles Reed, Peter Russell, Maria Tourigny

Other remote attendees: Ryan McLane, Town Administrator

Mr. McLane facilitated the remote meeting via Zoom and 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." A portion of the meeting was to be conducted jointly with the meeting of the Board of Selectmen beginning at 6:30 p.m.

- 1) *Election of Chair and Vice Chair.* On motion duly made by Ms. Rayne and seconded by Mr. Reed, Ms. Rayne and Messrs. Lerner, Reed and Russell by roll call vote (Ms. Tourigny abstaining)

VOTED: To elect Susan Rayne as Chair of the Finance Committee and Joshua Lerner as Vice Chair of the Finance Committee, each to serve until his or her successor is duly elected.

- 2) *Approval of minutes.* The Chair submitted the minutes of the April 30, 2020 meeting of the Finance Committee, the May 6, 2020 meeting of the Finance Committee, and the May 26, 2020 meeting of the Finance Committee. Upon motion duly made by Mr. Reed and seconded by Mr. Lerner, Ms. Rayne and Messrs. Lerner and Reed by roll call vote (Ms. Tourigny and Mr. Russell abstaining)

VOTED: To approve as submitted the minutes of the April 30, 2020 meeting of the Finance Committee, the May 6, 2020 meeting of the Finance Committee, and the May 26, 2020 meeting of the Finance Committee.

- 3) *Other/new business.* The Committee reviewed and discussed the need for an interaccount transfer of \$7,000 to cover the costs incurred for a water study approved and contracted by the Board of Selectmen in June 2020 and the additional costs incurred due to a salary calculation error for two Town employees. On motion duly made by Mr. Reed and seconded by Mr. Russell, Ms. Rayne and Messrs. Lerner, Reed, and Russell by roll call vote (Ms. Tourigny and Mr. Russell abstaining)

VOTED: To approve a transfer of \$7,000 from the Unemployment account to the Selectmen Services account to cover the costs incurred for a water study approved and contracted by the Board of Selectmen in June 2020 and the additional costs incurred due to a salary calculation error for two Town employees.

Because the Committee had now voted to approve this transfer, the Committee determined that attendance at the meeting of the Board of Selectmen at 6:30 p.m. would not be necessary and the Chair requested that Mr. McLane confirm to the Board the Committee's approval of this transfer.

- 4) *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; other budget and finance matters, including any requested transfers.* Mr. McLane noted the following:

- a) The Town saved a total of approximately \$250,000 in FY2020 operating expenses, net of capital expenses.

- b) FY2020 revenues were essentially level to those of FY2019.
- c) The Town is making application for CARES Act reimbursements for FY2021, having received approximately \$64,000 in FY2020.
- d) A Special Town Meeting is anticipated for September 2020, once the QRSD operating budget and member towns' assessments are finalized.

Following his report, Mr. McLane left the meeting, and the Committee welcomed Mr. Russell as a member following the June 2020 Town election.

- 5) *Adjournment.* Upon motion duly made by Mr. Reed and seconded by Mr. Lerner, Ms. Rayne and Messrs. Lerner, Reed and Russell by roll call vote (Ms. Tourigny abstaining)

VOTED: To adjourn.

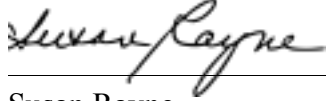
Adjourned at 6:28 P.M.

Minutes submitted by:

Susan Rayne, Clerk *Pro Tem*

Minutes approved by:

Susan Rayne, Chair



Susan Rayne

Date: 03/02/21