

# Town of Hubbardston

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## Finance Committee – Remote Meeting Minutes January 19, 2021

Remote meeting called to order: 6:32 PM via Zoom

Members present remotely: 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."

### 1) *Town Administrator Report:*

- a) *Performance to FY2021 budget* – Budget tracking is now available on the Town website. As of December 31, 2020 the Town is on track, having spent approximately 47% of the total amount budgeted for FY2021, excluding capital expenses, and received approximately 47% of the total amount budgeted for revenues. Mr. McLane noted that the Town currently enjoys a property tax collection rate in excess of 98%, that motor vehicle excise tax and PILOT receipts are expected to increase in the spring, that vehicle repairs for Public Safety are in excess of 50% of the budgeted amounts, and that at the end of January Governor Baker is expected to release the Commonwealth's FY2022 budget which is expected to contain additional money for education and which will enable the Town to estimate FY2022 revenues.
- b) *CARES Act Report* – The Town was allocated \$422,059 through December 31, 2020. Of that amount, \$334,788 was requested and \$278,527 was spent on COVID remedial measures. FEMA reimbursements for COVID remedial measures were also received. The Town has until December 31, 2021 to spend the remaining funds, which Mr. McLane estimates should be enough to satisfy the Town's COVID remediation needs.
- c) *FY2022 budget process review* – The Capital Improvements Planning Committee has recommended a FY2022 capital budget of \$138,000, resulting in a projected Free Cash deficit of approximately \$26,000; Mr. McLane expects to have further recommendations to eliminate that deficit next month. The CIPC also recommended that the Town's expiring operating budget debt be rolled over into a substantial capital purchase (e.g., a new fire engine) that would ordinarily not be a cash (non-financed) purchase. Finally, the CIPC recommended that the Town address its municipal building needs by building a new Public Safety complex on the Town land situated on Gardner Road. Ms. Rayne asked Mr. McLane about the results of the Town survey recently conducted; Mr. McLane reported in excess of 500 residents responded to the survey and that he is tabulating the responses.
- d) *Other operational and capital budget, revenue, and expenses matters* – None.

- 2) *Review of budget process calendar and related matters.* Mr. McLane stated that the Town Administrator's FY2022 budget will be ready for the Committee's review by March 1 and will include an estimated increase in the Town's QRSD assessment of 5% and employee raises in line with the Town's wage rate protocol. Ms. Rayne indicated that she would see whether the QRSD Budget Subcommittee has begun meeting and requested that Mr. McLane provide the Committee with the FY2022 budget calendar to permit Committee meetings scheduling.

Town of Hubbardston – Finance Committee  
Meeting Minutes – January 19, 2021

3) *Other/new business* – None.

4) *Adjournment*. Upon motion duly made by Ms. Tourigny and seconded by Mr. Russell, it was unanimously by roll call vote

VOTED: To adjourn.

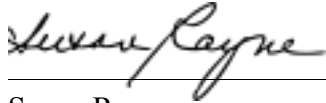
Adjourned at 7:21 P.M.

Minutes submitted by:

Susan Rayne, Clerk *Pro Tem*

Minutes approved by:

Susan Rayne, Chair



Susan Rayne

Date: 03/02/21