

# Town of Hubbardston

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## Finance Committee – Meeting Minutes February 11, 2019

Meeting called to order: 6:35 PM in the Slade Building

Members present: Dave Conaghan, Shannon Erb, Joshua Lerner (arrived 6:37 PM), Susan Rayne

By invitation: Ryan McLane, Town Administrator; Chuck Reed

- 1) *Appointment of Chuck Reed to Finance Committee.* Mr. Reed has applied for appointment by the Board of Selectman to the Finance Committee. Upon motion duly made by Ms. Erb and seconded by Mr. Conaghan, it was unanimously voted to recommend to the Board of Selectman Mr. Reed's appointment to the Finance Committee. Mr. McLane indicated that he would communicate this recommendation to the Board of Selectmen.
- 2) *Financial Management Policies.* Mr. McLane presented a summary review of the following financial management policies, available at the Town's website:
  - a) Community Preservation Act
  - b) Grant Management
  - c) Overlay
  - d) Procurement Conflict of Interest
  - e) Reconciliations
  - f) Revenue Turnover
  - g) Spending in Excess of Appropriations
  - h) Tax Enforcement
  - i) Tax Recapitulation
  - j) Travel Reimbursement
  - k) Year-end Closing

Mr. McLane noted that the Town's current practices in general did not materially deviate from the policies presented. On motion made by Mr. Lerner and seconded by Mr. Conaghan, the Committee unanimously voted to approve these policies and to direct Mr. McLane to forward them to the Board of Selectmen for further review and approval.

- 3) *Bench-marking Communities.* The Committee and Mr. McLane continued their conversation (from the December 3, 2018 meeting) regarding benchmarking the Town's finances and practices against those of other cities and towns deemed to be "peers" for purposes of assessing best practices. Mr. McLane stated that the Planning Board, engaged in a similar exercise, had arrived at a list of eleven towns<sup>1</sup>, as compared to the fifteen towns identified previously by the Committee at its December 3, 2018 meeting. Discussion ensued regarding

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<sup>1</sup> Ashburnham, Barre, Boylston, Brookfield, Hardwick, Mendon, North Brookfield, Paxton, Princeton, Warren, and West Brookfield.

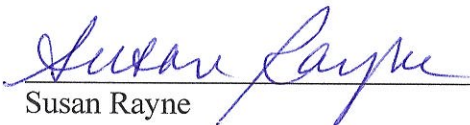
the need to reconcile the Committee's list with that of the Planning Board and a suggestion to substitute Brookfield for Templeton on the Committee's list while keeping the total at fifteen. Mr. McLane requested that the Committee prepare a presentation explaining why it chose those fifteen towns for use in future discussions with the Planning Board and the Board of Selectmen; Mr. Lerner agreed to do so by the end of February.

- 4) *Town Administrator Report.* Mr. McLane presented to the Committee his report dated January 3, 2019 on the subject of the FY2019 Q2 Financial Reports as well as an update on the Town's FY2020 job classifications/grades scale and proposed non-union pay plan. Mr. McLane indicated that a representative from the Committee was needed to serve as a member of the Capital Planning Committee, and Mr. Conaghan agreed to serve as that representative. The Committee and Mr. McLane next discussed the budget process calendar, with the expectation that the proposed budget would be delivered to the Committee on February 19, 2019 with estimates for the school budget amounts, since they would not yet be known at that time. The Committee agreed to next meet on February 27, 2019 to review the budget and asked Mr. McLane to invite representatives from the Police Department and the Department of Public Works as well as the Town's representatives on the QRSD School Committee to discuss their budget requests.
- 5) *Approval of Minutes.* On motion made by Mr. Lerner and seconded by Ms. Erb, the Committee unanimously voted to approve as submitted the minutes of the meeting of the Committee dated December 3, 2018.
- 6) *New Business.* None.
- 7) *Adjournment.* There being no further business, on motion duly made by Ms. Erb and seconded by Mr. Lerner, the Committee unanimously voted to adjourn.

Adjourned at 8:22 P.M.

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

Minutes approved by: Susan Rayne, Chair

  
Susan Rayne

Date: 3.11.19