

Town of Hubbardston

Finance Committee – Meeting Minutes July 5, 2018

Meeting called to order: 6:34 PM in the Slade Building
Members present: Shannon Erb, Joshua Lerner, Susan Rayne
By invitation: Ryan McLane, Town Administrator

- 1) The Committee reviewed and approved eighteen (18) year-end line transfer requests, one of which was a reserve transfer request in the amount of \$3,000 to pay for the balance of final legal expenses for FY2018. Copies of the requests approved are attached to these minutes. On motion duly made and seconded, it was unanimously VOTED:

That the Chair of the Finance Committee be and she hereby is authorized to approve further year-end line transfer requests, if any, for FY2018, provided that each such line transfer request is in the amount of \$100 or less.

- 2) New business:
- a) Joshua Lerner presented to the Committee “Hubbardston Tax Levy, Spending and Growth Analysis”, authored by him, a copy of which is to be made available to the public on the Town’s website. It was well received by the Committee and Mr. McLane recommended that Mr. Lerner make this presentation to the Board of Selectman and the Planning Board.
 - b) The Committee and Mr. McLane discussed the advisability of scheduling regular quarterly meetings between the Committee and Mr. McLane. It was the consensus of the Committee that such meetings were advisable and a schedule will be proposed.
 - c) Ed Blanchard then joined the meeting to discuss the procedures and practices of the Committee as respects its review of the custody and management of the Community Preservation Fund. The Committee also discussed procedures and practices as respects its review of the capital planning budget and the desirability of obtaining reports of taxes owed and collected by the Town.
- 3) There being no further business, on motion duly made by Mr. Lerner and seconded by Ms. Erb, the Committee unanimously voted to adjourn.

Adjourned at 7:45 P.M.

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


Susan Rayne

Date: 10-22-18



ERIC A KINSHERF, CPA

Certified Public Accountants

116 State Road #8, P. O. Box 791

Sagamore Beach, MA 02562

Phone: (508) 833-8508 Fax: (877) 262-0416

YEAR-END LINE TRANSFER REQUEST

TO THE OFFICE OF THE ACCOUNTANT:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Transfer From Account Name	Transfer From Account #	Transfer To Account Name	Transfer To Account #	Amount
PD CLK	001-210-5110-0001	PD Trn Wages	001-210-5110-0003	329.65
PD Maint	001-210-5110-0000	PD Equip	001-210-5850-0000	631.51
Vets. Benefits	001-543-5770-0000	Vets Salary	001-543-5110-0000	723.50
Vets Benefits	001-543-5770-0000	Grave Oper.	218-491-5380-0000	60
Rec Revolv.	214-650-5380-0000	Parks & Rec Rev.	298-630-5780-0000	11.13
PD CLK	001-210-5110-0001	PD Drink Grant	299-210-5130-0000	76.42

Reason for Transfer:

Acct. - Misc negative accts need to be cleaned up.

Signature of Department Head

Date

6-25-18

Signature of Board of Selectmen

Date

6-25-18

Signature of Finance Committee

Date



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Transfer From Account Name	Transfer From Account #	Transfer To Account Name	Transfer To Account #	Amount
Mun. Fin. CLK	001-35-5110-0001	Outsourcing. Pct.	001-135-5300-0004	6000
Disp. Maint	001-299-5700-0000	Disp. Wages	001-299-5110-0000	3858.28
QRSD	001-300-5700-0000	Green Comm	001-300-5700-0005	.29
Treas. Expense	001-149-5700-0000	HFD Eng. 3 Int.	001-751-5925-2011	.36

Reason for Transfer:

Acct. Housekeeping items only

Signature of Department Head

Date

Signature of Board of Selectmen

Date

Signature of Finance Committee

Date



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-27339.60

Transfer From Account Name	Transfer From Account #	Transfer To Account Name	Transfer To Account #	Amount
Eng & Design Rte 68	301-000-5840-0001	ATM Rte 68 Recon	301-000-5840-9001	17674.38
Vets Benefits	001-543-5770-0000	ATM Rte 68 Recon	301-000-5840-9001	9665.22

Reason for Transfer:

deficit account due to multiple projects invoices
sent towards incorrect acct #5

7/5/16

Signature of Department Head

Date

Signature of Board of Selectmen

Date

Signature of Finance Committee

Date



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Transfer From Account Name	Transfer From Account #	Transfer To Account Name	Transfer To Account #	Amount
DPW WAGES	001-422-5110-0001	POLICE WAGES	001-210-5110-0002	\$6500.00

Reason for Transfer:

TO COVER REMAINING POLICE WAGES FOR FY 18

Signature of Department Head

Date

19 JUN 2018

Signature of Board of Selectmen

Date

6-25-18

Signature of Finance Committee

Date



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Transfer From Account Name	Transfer From Account #	Transfer To Account Name	Transfer To Account #	Amount
Treasurer/Collector Expense	001-149-5700-0000	Assessors Expense	001-141-5400-0000	10.00

Reason for Transfer:

Registered Plans from Map Changes

Genevieve Daniels
Signature of Department Head

6/21/18
Date

MS
Signature of Board of Selectmen

6-25-18
Date

Signature of Finance Committee

Date



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Transfer From Account Name	Transfer From Account #	Transfer To Account Name	Transfer To Account #	Amount
Ambulance Vch Maint.	001-231-5240-0001	FD Maint.	001-220-5430-0000	\$2000.00
Fire Dept Oxygen	001-231-5500-0001	FD Maint.	001-220-5430-0000	\$800.00

Reason for Transfer:

Didn't need much ambulance maintenance, oil use at station 1
caused FD Maint to
run low.

Signature of Department Head

6-18-18

Date

Signature of Board of Selectmen

6-25-18

Date

Signature of Finance Committee

Date



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Transfer From Account Name	Transfer From Account #	Transfer To Account Name	Transfer To Account #	Amount
DPW Wabes	001-422-5110-0001	EQUIP/Machinery	001-422-5240-0001/0,000	

Reason for Transfer:

Need To pay For Electronic spinners for 2 Trucks



Signature of Department Head

6-13-18

Date



Signature of Board of Selectmen

6-25-18

Date

Signature of Finance Committee

Date



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Transfer From Account Name	Transfer From Account #	Transfer To Account Name	Transfer To Account #	Amount
RESERVE	001-132-5700-0000	LEGAL	001-151-5300-6000	3000.00

Reason for Transfer:


Signature of Department Head

TO LOWER FINAL FY18 EXPENSES TO
INCLUDE TOWN MEETING
7/5/18
Date

Signature of Board of Selectmen

Date

Signature of Finance Committee

Date