

CHARLEMONT SELECT BOARD MEETING – CHARLEMONT TOWN HALL

(Joint Meeting with Charlemont Finance Committee)

October 21, 2016

Members Present: Finance Committee - Lynn Hathaway, Rich Filoramo, Amy Wales, Ron Smith;
SelectBoard - Toby Gould, Beth Bandy; Town Administrator Peg Dean

1. The meeting was called to order at 8:35 a.m.
2. The minutes of the September 16, 2016 meeting were discussed, approved and signed.
3. The proposed Budget Calendar for FY 2017 was presented and discussed (see attachment). The following additions were made:
 - a. February 3, 2017 – Finance Committee/SelectBoard meeting to review requests
 - b. March 24, 2017 – Special Articles submitted to Kathy Reynolds
 - c. March 27, 2017 - SelectBoard meeting for approval of Special Articles
 - d. March 31, 2017 – Finance Committee/SelectBoard meeting to review and approve Special Articles
4. Capital Improvement Committee: still need members to be appointed. Charlotte Dewey is working on it. Ron Smith volunteered to be the representative from the Finance Committee. A motion was made and seconded to appoint Ron to the CIP. The motion passed. Amy Wales moved to approve the Capital Improvement Committee and Budget calendars. The motion was seconded and passed (see attachment).
Lyn Hathaway agreed to attend the School Department Budget Meetings.
5. Mail/Correspondence: There will be a Public Hearing on the Traffic Calming Plan on October 25, 2016 at the Hawlemont School.
6. The next Joint Meeting of Finance/SelectBoard will be on November 4 at 8:00 a.m., at which the Broadband Committee will present an update.
7. The Highway Department had a breakdown with its loader, which cost \$20,815 to repair. It appears that there is sufficient funds in their accounts to pay the bill.
8. Carlene Hayden presented a recommendation from the Assessors to convert its software to Tyler Technologies World, at a cost of \$3,735 yearly. The State will cover the costs of conversion and implementation. Amy Wales moved to approve the Assessors' recommendation. Motion was seconded and passed. The contract was signed by the Chairs of the Finance Committee and SelectBoard, and by the Assessors Board Chair and the Assessor.
9. A draft of a letter to be sent to all departments regarding the FY 2017 Budget Process was presented and discussed. It was fine except that the dates needed to be changed to reflect the revised Budget Calendar. (Final version of letter is attached.)
10. School Superintendent Michael Buoniconti appeared to discuss what he envisions for next year's budget requests. He reported that Hawlemont School is the "healthiest it's been in years", and enrollment has increased 25%, to 125 students. He is hoping to get money from other sources ("pot hole money") to help with next year's budget. He also said he does not anticipate any new capital requests. He is trying to organize with other rural superintendents to deal with common issues.

11. The SelectBoard nominated Jim Sinclair to be its representative on the Capital Improvement Committee. Beth Bandy moved he be so appointed, and the motion was seconded. The motion passed.
12. The meeting adjourned at 10:32 a.m.

Respectfully submitted,

Ronald Smith; revised/adopted for the Select Board by Peg Dean

Document reviewed: Letter from the Commonwealth of Massachusetts Office of Municipal and School Technology

Attachments: Proposed and revised Budget Calendars

Budget Process Letter to Departments

This document is a draft until approved and signed by the Select Board.

Budget Calendar (Proposed)

Not Later than:

December 1 Distribution of budget request letter

January 1 Reminder Budget requests due Feb 1

February 1 Budget requests due

Feb 1 – Mar 31 Selectboard and Finance Committee meet with department heads in joint meetings whenever possible; review and approve; address concerns if necessary

April 12 Selectboard closes warrant

April 18 Selectboard notifies Clerk of debt exclusion/override

April 24 Selectboard and Finance Committee complete final review and approval. Selectboard sends warrant to Town Counsel for review

May 8 Selectboard acts on Town Counsel comments, if any; approves warrant for posting notice of Town Meeting

May 23 Annual Town Meeting

Major Events/ Financial Calendar

DATE	TIME	EVENT
Sep-15		Capital Improvement Plan - suggested date: Look out for AG's approval of CIP Bylaw. Once Town Clerk posts for required days, post CIP packet to website, look out for Moderator appointments
Oct-1		Capital Improvement Plan - suggested date: distribute CIP appropriation request letter with Capital Expenditure Request Form to all departments, boards, committees, commissions or individuals with spending authority
Oct-21		Budget Season: Kick Off Meeting with Select Board, Finance Committee and School representatives
Dec-1		Budget Season: Operating budgets requests sent to all Departments. Due Feb 1
Dec-1		Capital Improvement Plan - suggested date: Deadline for submission of all Capital Expenditure Requests to the Capital Improvement Committee for the ensuing fiscal year and for subsequent years
Dec-8		Capital Improvement Plan - suggested date: CIC begins analysis, meetings, and deliberations
Jan-1		Budget Season: Reminder email budget requests due back Feb 1
Feb-1		Budget Season: Budget requests due
Feb 1 - Mar 31		Capital Improvement Plan - SelectBoard and Finance Committee begin review of CIC recommendations; meet with department heads in joint meetings whenever possible; and meet with CIC, if needed, to discuss priorities, address concerns.
Feb-3		Budget Season: Joint Budget Meeting - review budget requests; determine with whom to request appointments
Mar-21		Capital Improvement Plan - suggested date: Deadline for Select Board approval
Mar-24		Budget Season: all special articles due to Select Board
Mar-27		Budget Season: Select Board to review and approve special articles to be brought to Joint Budget Meeting
Mar-31		Budget Season: Joint Budget Meeting to review and approve special articles
Mar-31		Town Meeting: Verify school assessments in the omnibus are the final certified amounts
Apr-12		Town Meeting: Annual Town Meeting - warrant closed
Apr-18		Budget Season: Notify Clerk of Debt Exclusions/ Overrides

Apr-24	7:00 pm	Town Meeting: Annual Town Meeting - Select Board approve warrants to go to Town Counsel
May-1		Budget Season: Insert FRCOG fuel bids into budget
May-23	12:00 - 7:00 pm	Town Clerk: Annual Town Local Elections
May-23	7:30 pm	Town Meeting: Annual Town Meeting

Town of Charlemont

Board of Selectmen

December 1, 2016

The Finance Committee, working with the Board of Selectmen, has begun the FY 2018 budget process. Attached please find the FY 2018 budget request sheet that will detail your FY 2015 and FY 2016 requests and expenses, your FY 2017 requests and a column to fill in for FY 2018.

FY 2018 will prove to be a challenging year to meet all the fiscal demands on our town, including bridge work, an ambulance service and, as always, our schools. For this reason we ask that you budget appropriately and try to find savings wherever you can in your budget.

Please follow the guidelines below and return you budget requests to Carlene no later than **Wednesday, February 1, 2017**. If we do not receive a budget by that date we will assume that you are requesting level funding. The Finance Committee will be searching for savings in all budgets and this will be especially true for departments that do not send in a FY 2018 budget request.

- **When filling in your budget requests, please leave all salary lines blank.** These lines will be filled in later in the year when we have enough data to determine whether raises will be offered in FY 2018.
- For similar reasons, do not fill in dollar figures for heating or vehicle fuel. **Instead, state the number of gallons you estimate you will need.** The Selectboard will be submitting bids for fuel based on your gallon estimate, and they will fill in the dollar amounts when bids have been accepted.
- If you have a new expense that you would like to have listed separately in the budget, please make a line for it and the accountant will see that a number is added. Please provide a narrative explanation for any large increases in expenses.
- **All budgets are to be returned to Carlene Hayden either manually or via e-mail at sectobds@bcn.net.**
- Analysis of the Omnibus Operating budget for FY 2018 will begin at a joint Select Board/ Finance Committee meeting. Subsequent informational meetings will be set up with Department Heads in February/March as needed.

- Therefore, **your initial operating budget requests will be due on Wednesday, February 1, 2017.** Anything beyond your operating budget, up to \$5,000 should be submitted **on a separate memo.** Anything \$5,000 and over should be submitted to the Capital Improvement Committee (you should have received and already submitted your capital improvement requests). Please make sure to review prior year budgets/actual costs and include reasonable estimates for replacement costs, if applicable, in your budget.

Thank you for your attention to this request.

Charlemont Board of Selectmen