

CHARLEMONT FINANCE COMMITTEE MEETING – CHARLEMONT TOWN HALL

(Joint Meeting with Charlemont Board of Selectmen)

September 15, 2017

Members Present: Finance Committee - Lynn Hathaway, Amy Wales, Ron Smith; SelectBoard - Beth Bandy, Sarah Reynolds, Marguerite Willis

Also in attendance: Peg Dean, Town Administrator

1. The meeting was called to order at 8:03 a.m.
2. Accountant's warning letter: Justin is not leaving. There is no consistency in the complaints, which are ongoing. Regarding the Transfer Station turnover, the money will be kept at an undisclosed location.
3. Financial Policies and Procedures: Amy Wales likes the handout prepared by Joe Markarian. For the SelectBoard, Sarah Reynolds moved to adopt Joe's proposal, and incorporate, after review, some of Justin Cole's suggestions. The motion was seconded by Marguerite Willis, and passed. Amy Wales moved that the Finance Committee also recommend the same motion. This motion was also seconded and passed.
4. Justin Cole joined the meeting via speaker phone. Marguerite updated him on what the Town has done in response to his concerns. Justin then talked about a new initiative he is working on – a Regional Finance Director. It would be for a one year period involving several area towns. He hopes to get a grant for \$35,000. At the end of the grant an additional \$7,000 - \$9,000 cost per town would apply. Amy moved that we move forward with this grant proposal for one year. It would be primarily for training and development. The motion was seconded and passed. Marguerite moved the same motion for the SelectBoard. That motion was seconded and passed unanimously. Justin stated that he needs a letter from the Town saying we accept this proposal.
5. Justin was asked to send us a letter rescinding his previous complaint letter.
6. Recreation Tax: DOR and others are still working on a procedure to collect and enforce the tax.
7. Clean-up Special Funds Accounts: Amy moved that the Special Fund Closing Proposal, prepared by Amy Wales, Lynn Hathaway and Peg Dean, be approved. Ron Smith seconded. The motion passed.
8. Major Events/Financial Calendar for FY 2018: it was agreed to move discussion to the next meeting.
9. Finance Committee Election of Officers: Richard Filoramo was nominated to continue as Chair. Ron Smith was nominated to continue as Secretary. Amy Wales moved that the nominees be elected to their respective positions. Lynn Hathaway seconded. The motion passed.
10. It was agreed that for the next meeting we would invite the Hawlemont School Principal and the Superintendent to preview next year's budget.
11. For the next joint meeting, it was agreed to poll the members to see if they would prefer to meet on October 6, 7, 13 or 14.
12. The minutes of the July 14, 2017 Joint Meeting were approved and signed.

13. The meeting was adjourned at 9:23 a.m.

Respectfully submitted,

Ronald Smith

Documents viewed:

Financial Policies and Procedures Manual prepared by Baystate Municipal Accounting Group

Financial Policies prepared by Joe Markarian

General Receipts Process

Letter from Justin Cole on the Regional Finance Director Proposal

Major Events/Financial Calendar (draft)