

Minutes  
Heath Finance Committee Meeting with the Selectboard (Virtual)  
December 21<sup>st</sup>, 2021  
(amended 17 March 2022)

Present: Tom Lively (Chair), Will Emmet (Secretary), Robert McGahan, Ned Wolf, Alice Wozniak  
Sue Lively, Brian DeVriese, Hilma Sumner (town coordinator)

1. Tom called the meeting to order at 6:31 PM
2. A discussion was held between the finance committee and the selectboard regarding the impending budget cycle. Other than motion to adjourn, no votes were taken by the finance committee during this meeting.
3. Brian stated that Hilma typically prepares rough budget
4. Tom: Alice has prepared a letter to go out with budget request packet. All documentation should go through Hilma. The selectboard should be involved throughout the budget process. Timing for department head budget hearings needs to be established.
5. Brian: Selectboard should definitely be involved (Robyn is already working with the highway department). Salt shed replacement is a top priority,
6. Tom: Perhaps broadband funds taken from stabilization could be “swapped around” for salt shed.
7. Brian: USDA loans are also a possible source.
8. Tom: When does budget review/planning start? Date is currently 1 February, 2022.
9. Hilma: Departments typically submit budget requests during January.
10. Tom: We will wait until after 1 February to meet with department heads. Who does the updating?
11. Brian: Hilma does this as she is in the town office daily. We need a comprehensive list of nebulous funding (ARPA, etc.) to identify possible funding sources for pending projects.
12. Alice: Start breaking things out and have a fincom “liaison” for the major departments. These departments would email Tom as fincom chairperson if they were expecting to be late in submittal. We need a firm deadline for budget submittal in the budget letter. Department heads need to be accountable. Furthermore, budgets need to be in round numbers.
13. Brian: Broadband finances need to be examined at one of the budget hearings.
14. Tom: Possible increase in school budget (trying to maintain 2.5% cap in increase). Important budgeting dates at end of February/beginning of March.
15. Alice: Budget deadline should be well before ATM. No later than the second or third week in April. We must have a deadline and stick to it.
16. Hilma: April 29<sup>th</sup> is legal deadline but we can be earlier.
17. Brian: Fincom could come up with its own schedule.
18. Alice: There should be a joint Selectboard/Fincom deadline.

19. Hilma: Fincom set deadline at April 15<sup>th</sup>.
20. Sue: April 15<sup>th</sup> is a Friday.
21. Alice: I like it.
22. Hilma: Fincom letter should go out with budget packet as this would be most effective.
23. Alice: Liaison information at bottom of letter with contact information.
24. Hilma: Master list of liaisons with assigned departments.
25. Alice: Letter needs to be clear and concise.
26. Hilma: How about a list of liaisons that she could email separately to department heads?
27. Sue: What is the role of a liaison?
28. Alice: a "sounding board" for the department head. This is to avoid last-minute budgeting crunches.
29. Tom: We can discuss this further at a later time. Do any of the other fincom members have questions or comments?
30. Ned: In previous budget letters, the term "liaison" was not used. A contact was provided for questions and over the years, a few questions have been asked.
31. Will: I like the idea of a uniform approach.
32. Bob: good so far.
33. Hilma: March 25<sup>th</sup> is the last date to submit ATM warrant articles (capital equipment requests, citizen petitions, zoning bylaw revisions, etc.)
34. Tom: The selectboard needs to decide this. We can work around it, did Robyn have anything specific?
35. Hilma: Robyn wants to work with the fincom as a team.
36. Sue: Last year, there were changes (consolidation) in the way Article 3 items were presented. Has the finance committee discussed this further?
37. Tom: We have discussed but not voted yet.
38. Alice: one change is that insurance has to be broken out, handful of other small changes as well.
39. Ned: Can be difficult to compare one year to the next while making these changes. Should be better this year.
40. Alice: Preschool should be separate line item for example.
41. Alice: new tax rate is 21.51 (down by 1.01 from last year).
42. Tom: Can we make a motion to adjourn?
43. Bob: I will make that motion.
44. Will: I will second.
45. Motion carried 5-0
46. Meeting adjourned at 7:10 pm

Respectfully Submitted

William T. Emmet