

Minutes
Heath Finance Committee Meeting
December 28th, 2021

Present: Tom Lively (Chair), Will Emmet (Secretary), Robert McGahan, Ned Wolf, Alice Wozniak
No visitors were present.

Tom called the meeting to order at 6:45 PM

1. The committee looked over the meeting agenda.
2. The minutes from December 14th were reviewed by each member and the following changes were suggested:
 - a. Item 1: "complained" should be changed to "sent a note"
 - b. Item 5: Alice's list of department heads "to be reviewed by selectboard"
 - c. Item 8: Bob's letter "will need further discussion in January"
 - d. Item 8: Change to "4 or 5% increase possible (projection)"
3. Motion to accept minutes as amended made by Alice, Will seconded. Motion carried 5-0.
4. **Item 3B:** Request for transfer from reserve fund to assessors' expense account in the amount of 1800.00. Motion to grant request made by Bob, seconded by Will. Motion carried 4-0 with Alice abstaining.
5. **Item 3C:** Provide analysis of costs for winter use of Community Hall.
 - a. Costs include oil, propane, telephone, electricity, fire protection, insurance, etc.
 - b. Is building separately metered for electricity? Tom will check.
 - c. Costs of "mothballing": draining water pipes, possible increase in insurance.
 - d. Will can convert PDF expense reports to Excel format and can look at expenses through December.
 - e. We need to present a clear picture to the Selectboard of costs to keep Community Hall open during the winter vs. costs of mothballing during the colder months.
6. **Item 4:** Finalize budget letter to departments.
 - a. Each member of fincom reviewed wording of the budget letter which is to be sent out by the town coordinator to each town department.
 - b. Many syntactic and semantic changes were made, resulting in the finished product.
 - c. The deadline for department budget submissions has been set to January 28th, 2022
 - d. Included is a comprehensive list of fincom members and their respective department liaison responsibilities.
7. **Item 5:** Discuss the role of "liaisons", standardize.
 - a. Determine need for budget hearing (no need for smaller departments-planning, conservation, agricultural commission, etc). Flat funding-no hearing necessary.
 - b. Meet with department heads prior to hearings.
 - c. Get "big picture" of each department.

8. **Item 5A:** Match fincom members to departments.
 - a. Tom: MLB & MLP Manager, Town Nurse, FRCOG
 - b. Ned: Library, Post Office, Planning Board, Historical Commission
 - c. Alice: Office, Selectboard, Accountant, Assessors, Treasurer, Tax Collector, Town Clerk, Fire Department, EMS, Zoning Board
 - d. Will: Highway Dept, Police Dept, Board of Health
 - e. Bob: School Committee, School Assessment; Conservation Commission, Agricultural Commission
9. **Item 6:** Look to set up a Technology (IT) Stabilization Fund.
 - a. Accountant has stated that software will eventually need to be replaced (35-40k) has suggested that the town regularly fund a technology stabilization account to cover these expenses as they occur.
 - b. This also applies to other stabilization accounts (highway, etc.).
10. Motion to adjourn made by Alice, seconded by Bob. Motion carried 5-0.
11. Meeting adjourned at 8:44 PM

Respectfully Submitted

William T. Emmet