

Buckland Finance Committee Meeting Minutes

Dec. 19, 2016

Attendance: Ben Murray, Karen Blom, Michael Turley, Cynthia Caporaso, Paula Consolo, Andrea Llamas, Bill Knittle

Called to order at 7:04pm

1. Review and accept minutes for 11/21/16 meeting - CC motioned to accept, MT second, all in favor, PC abstained
2. KB - reviewed All Boards meeting, Public Records law review
3. AL - Reserve transfer funds - Bill for ad in the Recorder for two ZBA hearings, total of \$118.18. KB motions to approve transfer, MT second, all in favor.
AL - \$1200 for the removal and storage of cows, Animal control expense for temporary holding of cows causing a nuisance. KB moved to accept transfer from reserve fund to animal control, all in favor.
4. KB, AL reviewed budget binders, with schedule. Health insurance for town employees and retirees will likely have an 8% increase. PC asked about negotiating rates, discussion about insurance rates. KB asked about school assessment, AL reported she will update Mohawk capital expense as it becomes available. AL asked for ranking of capital expenditures, which will be discussed later in the meeting.
5. Report on meeting with BOS on Dec. 13th, 2016. KB reported that Selectmen informed that tax rate is going up \$1.15/\$1000. PC mentioned increase was not communicated to residents, committee members discussed that communication would have been important, and would like to know how that can be remedied. BM asked about reflections on BEST meeting. KB related that Heath Task Force informed Mohawk SC that they wish to close their school and either tuition their students to another school, or use an amount similar to the tuition number to run their school. KB reported that she hopes the resulting impact on the Mohawk school budget will be a net positive (a reduced budget).
6. Technology project report from Ben Murray - Town Hall is looking for a system that will have a cloud-based server that connects all the computers, able to share data, printing. BM thinks it would be better to invest in a server and a "Thin Client", to invest in making this system work best now, not start small and increase later. Only for Town Hall, not Police or Highway yet. Capital Request for \$25,000. BM thinks one server would be adequate for Town Hall employees, why can't assessors be included. Printer consolidations, sending all printing to one copier/printer, and leasing same, can result in cost savings. BM thinks firewalls do not protect against biggest tech issues, training is bigger deterrent.
7. Select fin com liaison with Rec. Com - KB asked for volunteers. BM will reach out to one of their members.
8. Capital Budget planning & discussion - PC asked that Capital Requests be labeled clearly, and that those labels correspond to budget lines.

Capital Requests:

Town Hall - Siding (\$45,000),

Town Hall - Computers (\$25,000) - for servers and equipment

Town Hall - codification services (FY18 - \$6,000, FY19 - \$4,000, total of \$10,000) - BM feels this company is proprietary and there may be more efficient ways to digitize and store the information. PC asks whether the need for this service has been a problem in the past, and why do small towns not use this service?

Rec. Dept. - for removal of current pool and pool house for \$48,000. BM suggests covering the pool with dirt for now may be a less expensive plan. BM will reach out to Wendy for more information.

Police Station - insulate building (\$6,000) and replace windows (\$4,000). BM said that he would rather we not put money into a building that may soon be sold, but that \$10,000 is not a lot to spend to make the building more attractive to a buyer.

Police Dept. - Cruiser request has been moved to FY19.

Prioritizing technology requests:

Priority 1 - BM recommends approving the \$25,000 technology request for Town Hall with these provisions:

- Insuring that all departments (including assessors) be part of this system

- Printers be centralized

- All personal desktop stations are replaced with Thin Clients

PC added that we should sell any old equipment.

Priority 2 - Town Hall Siding - we support Town Hall siding request for \$20,000, not \$45,000.

Priority 3 - Pool and Pool House - we feel that the safety issues surrounding the pool are important and need to be addressed, but the amount requested requires more study.

Priority 4 - Police Dept. - Windows and Insulation - amount requested requires more study.

\$10,000 does not seem unreasonable, but how much needs to be done. Where is the building in the sale process, and how does that impact repairs?

Priority 5 - Town Hall - Codification - we are not in favor of this expense this year.

9. Next meeting - KB suggested addressing debt section of Town of Buckland Financial Policies and Procedures at next meeting, and asks Committee to be familiar with budget notebook.
10. Committee asks that AL email up to date documents on Friday before a meeting if possible, and bringing only one copy to meeting to save on printing costs.
11. Next meeting is Monday, 1/16, 7 p.m., at Town Hall, followed by Saturday, 1/28, 8 a.m. at Town Hall.
Meeting adjourned at 8:57 pm.