

## **Finance Committee Meeting**

10/17/16

Present: Leo Ojala (Shelburne Finance Committee), Michael Turley, Ben Murray, Karen Blom, Cynthia Caporaso, Andrea Llama

Opening: meeting is posted as a joint meeting of the Buckland Select Board and Finance Committee, but no Select Board members are present.

### **Joint session with Shelburne Finance Committee**

Discussion of ideas and areas of commonality in which the communities of Shelburne and Buckland could collaborate. Shelburne Rec and Buckland Rec are planning to have a conversation around the idea of collaboration.

Short discussion about schools and budget. Budget discussions are just now beginning. Reminder that the BEST Committee is working on solutions and those interested in being involved are welcome to attend.

### **Review and acceptance of prior minutes from July 11th, (no minutes from Sept 12 unofficial meeting due to lack of quorum)**

Moved, seconded and accepted unanimously.

### **Update on highway garage**

Owners Project Manager - two bids submitted and are currently under review by the select board. This is step one and after OPM is selected, other pieces will be developed (plans, proposals, etc.). Funding for this position will likely will come out of Stabilization.

### **Capital Budget planning & discussion**

Proposals submitted:

\$20,000 for Town Hall siding.

\$4,000 for Police Station windows - begin replacing

\$6,000 for Police Station insulation

\$10,000 for Police Station basement sealing against water intrusion

\$10,000 (from Town Clerk) for digitization of town public documents

Two questions for Jim: question about number of cruisers - why do we need three instead of two? Question about longevity - 6 years or 8/9 years - there is conflicting notes on the request form. Ben will check with Jim to get response to these questions.

Short discussion about Document Codification (digitization of town public documents). Some questions were raised about whether project would be proprietary, and thus hard to transfer to another system at a later date, or whether the annual fee includes adding new documents as they come.

Request for Andrea to assemble a new spreadsheet of capital expenses to include a grand total of all capital requests/projects in a given year. There is understanding that they are funded differently, but a "big picture" perspective would be helpful.

**Reserve Fund transfer request**

\$250 for safety and drug testing from the Reserve Fund. This will cover the cost of a new hire. Moved and seconded and approved unanimously.

**Discussion of Buckland Financial Policies and Procedures**

Short discussion about ways we can streamline or otherwise improve efficiencies of our budget season. Early capital planning was suggested as an improvement to this year's work. Last year's timing of submitted department budgets was helpful and hoped to be in again by the end of December this year.

New Debt schedule requested.

**Next Meeting**

Monday, November 21, 2016.

Meeting adjourned at 8:54 p.m.

Respectfully submitted by Ben Murray