

Westhampton Finance Committee Meeting Minutes
April 7, 2020

Virtual Meeting opened at 7:00 p.m.

Present: Tom Cleary (chair), Peter Montague, Mary Cleary, Steve Holt, Sarah Mulvehill, Tad Weiss, Pat Miller, Andrew Klyman, and Chevy Seney (secretary)

Also Present: Teri Anderson and Phil Dowling (Selectboard), and Cheryl Provost (Town Clerk and Administrative Assistant)

Motion to accept the minutes from the March 10, 2020 meeting was approved. Vote: 8-0-0

New Business

Motion was to transfer \$2500.00 from Reserve to Covid-19 (new account) passed. Vote: 9-0-0

FY21 Budget Planning

Discussion and Clarification of Line Items

Note that the reference document is as of April 7, 2020.

General Government

Line 7 represents an increase in work hours of the Administrative Assistant from 27.5 per week to 30 hours per week.

Line 10 represents the cost of multiple required audits.

Line 14 had an error in FY20. It should be \$15,273.00. After correction, the FY21 was changed to \$15,578.00.

Line 19 FY21 was corrected to \$18,670.00.

Line 22 was discussed regarding the job description associated with this new position.

Line 28 was discussed regarding the job description associated with this new position.

Highways

Line 33 needs clarification as to whether it should be increased to \$7,426.00 (FCOG expense?).

Line 37 was discussed as to whether it should be decreased.

Schools and Libraries

Line 45 discussion related to how the current closing of school buildings would impact HRHS Capital Debt. If any savings exists, could it be used for these projects?

Line 46 was discussed as to whether this current estimate should be decreased.

Line 47 and **48** are currently unreported according Cheryl P.

Line 48 discussion indicated that Principal Bates would repair the cafetorium doors with any FY20 savings, should that savings be available.

Line 50 was discussed as to whether this current estimate should be decreased due to a decrease in Library operational costs. Phil D. clarified that Library solar electrical savings is returned to the Town (Line 148?).

Veterans

Line 54 is not an error. It remains the same as FY20.

Cemeteries

Lines **61** and **62** were clarified as to amounts. No changes were discussed.

Protection of Persons & Property

Line 66 discussion related to increasing the Police Chief's salary to \$34,704.00. This would represent a 2.5% increase.

Line 67 was clarified as to how the police department raises would be divided among officers.

Line 69 was discussed as to whether it should be decreased.

Line 71 could possibly be decreased due to savings in the cost of oil.

Line 73 could be decreased due to the switch to Easthampton Ambulance Service.

Line 75 reflects compensation for time required to complete duties of this position according to Steve H.

Lines 77 and **78** were discussed relative to the Town's efforts to share this position with Southamton. The FY21 expense of on-line permitting is expected to save the Town money in the future.

Line 83 was discussed as to whether it should be decreased.

Line 86 was discussed regarding the possible postponement of the Survey Needs Assessment.

Debt & Interest

Line 95 Debt for highway truck and loader increases to \$147,229.00.

Line 93 and **Line 167** currently blank.

Line 94 was proposed to be decreased to \$8893.00

Unclassified

Line 99 was discussed as a place to decrease due to current decrease in operating costs; fuel, electric, paper.

Line 111 was discussed as a possible decrease.

Non-operating &Capital

Line 125 was discussed. It was described as a necessary reference regarding cost of maintaining minimal efficacy of current Safety Complex.

Line 128 was “zeroed out.”

Revenues

Line 144 was discussed as a possible increase.

Line 148 was discussed as a possible increase.

Other Funding Sources

Line 153 was proposed as an increase.

Line 154 was proposed to be \$150,000.00.

Capital Planning

Phil Dowling reviewed key points on the Capital Planning spreadsheet. Numbers relevant to FY21 and FY22 budget planning are:

Purchases

- Highway Department Pick Up Truck ~ \$120,000
- Highway Department Generator ~ \$ 30,000
- Town Hall & Annex Roof Repair/Replacement ~ \$ 90,000

Current Debt

- Highway Truck and Loader \$147,229
- Safety Complex Design and Bidding \$236,000

Upcoming Deliberations

Tom Cleary asked all Committee members to review current budget proposals and come prepared to vote a balanced budget at next meeting.

Next Virtual Meeting: April 14, 2020 at 7:00 p.m.

Motion to adjourn at 9:20 passed.

Vote: 9-0-0

Respectfully submitted,

Chevy Seney