



TOWN OF BLANDFORD  
SELECTBOARD &  
FINANCE COMMITTEE

Blandford Town Hall  
1 Russell Stage Road, Suite 1  
Blandford, MA 01008

**TOWN OF BLANDFORD  
BOARD OF SELECTMEN & FINANCE COMMITTEE  
JOINT MEETING MINUTES  
December 4, 2018**

**OPEN SESSION 7:00 p.m.**

**C. Letendre**, BOS Chairman; **E. McVey**, BOS Clerk; **W. Levakis**, BOS Member; **Andrew Quinn**, FinComm Member; **Janet Lombardo**, FinComm Member; **J. Garcia**, Interim Town Administrator in attendance.

Meeting called to order at 7:02 pm      Meeting is recorded.

**1. ACTION ITEMS**

**a. Transfer \$13.98 from reserve account #015132.000 to account #015823.000 (Pioneer Valley Planning Commission annual membership fee)**

Joshua Garcia explained that the budgeted line item was under budgeted resulting in a negative balance of \$13.98. The transfer will balance the budget to \$0.00.

**MOTION: Janet Lombardo made a motion to transfer the sum of \$13.98 from reserve account #015132.000 to account #015823.000.**

**Andrew Quinn Seconded**

**All in Favor by Finance Committee members**

**All in Favor by Board of Selectmen member**

**b. Transfer \$2,000 from reserve account #015132.000 to account #015192.004 (IT Services)**

Joshua Garcia explained that the account is under budgeted and currently at a negative \$532.77. A transfer of \$2,000 will not only cover the negative balance, but will also allow the town to pay an Akuity IT bill and other IT bills expected from the town from now until the end of the fiscal year.

**MOTION: C. Letendre made a motion to transfer \$2,000 from reserve account #015132.00 to account #015192.004.**

**E. McVey Seconded for discussion**

E. McVey suggested that the IT bills get paid as-needed. Therefore, instead of approving a transfer of \$2,000, that we just approve enough to balance the account and pay the current bill and when additional future bills are invoiced to the town, that the Finance Committee be approached for transfer requests.

**AMENDED MOTION: C. Letendre amended her motion to transfer the sum of \$1,170.27 from reserve account #015132.000 to account #015192.004.**

**Bill Levakis Seconded**

**All in Favor by Board of Selectmen**

**All in Favor by Finance Committee**

## **2. NEW BUSINESS:**

### **a. Special Town Meeting Review**

Each of the articles involving town finances on the warrant for Special Town Meeting scheduled for December 17 was reviewed. Garcia explained that the articles which involve payment of old bills will be paid by the existing individual department FY19 budgets so that we do not continue to tap into reserves. This was suggested by Eric McVey at a previous Selectboard meeting. Garcia communicated the suggestion with the Town Accountant who said there is not anything that says we can't do that; however it would be in the best interest to connect with the department heads to confirm their FY19 budgets can support the old bills payment so that it doesn't become an issue later on. Garcia acted on the Town Accountant's suggestion and confirmed that they can.

Members also discussed the article looking for a vote to allow the town to borrow for purchase of highway and fire department vehicles. C. Letendre shared that the Highway Department has reduced services due to vehicles being out of commission. The proposed F-350 cabin will help with plow, transport, and tow and is light enough for any of the workers to drive without needing any special licenses to do these very tasks. As for Fire Department, this new purchase will replace Rescue 4 that was recently sold.

### **b. Review Capital Requests**

Garcia shared that the Fire Chief is requesting to replace outdated scba/air packs. They are \$8,000 per unit and the department is in need of 10. It was suggested by Garcia to budget for 1 or 2 a year as a practice.

### **c. Review Budget Calendar**

Garcia went over the budget calendar to highlight tasks and expectations through the budget calendar year as we prepare for Annual Town Meeting and FY20. Garcia said that budget instructions were sent to all departments and are due by January 1. He expects for the Finance Committee to begin meeting early January to go over the preliminary requests and meet with department heads if necessary.

### **d. Set Next Meeting Date**

Finance Committee meeting scheduled for January 7 at 6pm

## **6. OTHER BUSINESS, IF ANY:**

**None**

Meeting Adjourned at 8:18 pm

Submitted by: Joshua A. Garcia  
Interim Town Administrator

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Cara Letendre, Chairman

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Eric McVey, Clerk

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William Levakis, Member