



TOWN OF BLANDFORD
SELECT BOARD

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

FINANCE COMMITTEE
MEETING MINUTES
October 30, 2023
5:00 pm

In attendance: J. Lombardo, Chair; K. Green, Member; D. Brodie, Member; J. Coury, Member C. Dunne, Town Administrator

1) **EXAMINATION OF RECORDS OF PREVIOUS MEETINGS**

i) *Examination of the Finance Committee Meeting Minutes of September 28, 2023*

MOTION: J. Lombardo made a motion to approve the Finance Committee Meeting Minutes of September 28, 2023, as written

K. Green Seconded

All in Favor

2) **AUDIENCE PARTICIPATION / PUBLIC COMMENT**

None

3) **DEPARTMENT REPORTS**

a) Accounting

i) General Ledger Year-to-Date: the Finance Committee reviewed copies of the latest General Ledger

ii) All Department Expense report: the Finance Committee reviewed copies of the latest All Department Expense report

b) Town Administrator

i) Project Updates:

(1) Dunne informed the Finance Committee that he would be leaving as Town Administrator at the end of November but was working to assist the Select Board in hiring a new person for the position quickly. An interim Town Administrator might be hired as well to ensure a smooth handoff.

(2) Dunne let the Committee know where the fire/highway garage project stand. Overall cost continues to be a challenge, as does finalizing site and determining whether pursuing a building for a single department is preferable. On the positive side, the salt shed site has now been surveyed, has an eight-inch waterline extended to it and has been shown to be buildable without major modifications to standard footings according to geotechnical work performed by Weston & Sampson. Unfortunately, the project did not receive the Rural and Small Town Development Fund grant that was sought for the next part of the design phase. Coury expressed the opinion that the project team needed to be clear that other site options had been ruled out. Dunne responded that the team attempted to show this in the spring, but that private parcels are always another option that gets brought up by residents who are understandably concerned about placing the firehouse at the salt shed site given its distance from the center of town.

(3) Dunne updated the Committee on two grant projects. With Coury's assistance, Dunne submitted an application for new financial software just a couple weeks ago. The Town will hopefully hear from the Community Compact Cabinet in the next couple of months on that funding. Funding for

a tree risk assessment which will create a list of hazard trees that can be used to ensure greater accuracy for the Highway Department and Tree Warden budgets will be submitted this week.

- ii) Fiscal Year 2025 operating and capital planning: Dunne stated that he felt relatively comfortable with the state of capital planning for FY25 given that a Capital Improvement Plan was just completed. Though it retains gaps as discussed previously with the Committee, it does capture most individual department requests so there is less urgency on that front for the moment. Dunne will be sure to send around the forms for FY25 budget requests to department heads prior to his departure. In addition, he would provide an “annotated budget” to help the Finance Committee and next Town Administrator with the process. Committee members agreed this would be helpful.
- iii) Special Town Meeting draft warrant review: Dunne let the Committee know that the Special Town Meeting would be postponed given his departure and the fact that the fire/highway garage project did not receive the grant funding that was hoped for. Most of the other items on the draft warrant had to do with bylaw updates.

4) **ACTION ITEMS**

- a) Review and act on Reserve Fund Transfer to cover Town Hall Maintenance & Repair Account (015192.000) invoice for emergency sprinkler alarm repair (\$1,005.00)
 - i) Tabled until insurance payment is confirmed
- b) Review and act on Reserve Fund Transfer to cover Town Hall Maintenance & Repair Account (015192.000) invoice for boiler motor repair (estimated at \$1,000)
 - i) Tabled until an invoice is available
- c) Review and act on Reserve Fund Transfers to ensure Library Expense account (015610.001) compliance with Municipal Appropriation Requirement (MAR) for State Aid to Libraries (\$400.00)

MOTION: J. Lombardo made a motion to approve the Reserve Fund Transfers to ensure Library Expense account (015610.001) compliance with Municipal Appropriation Requirement (MAR) for State Aid to Libraries (\$400.00)

**K. Green Seconded
All in Favor**

- d) Review and act on Reserve Fund Transfers to ensure Library Materials account (015610.002) compliance with Materials Expenditure Requirement (MER) for State Aid to Libraries (\$100.00)

MOTION: J. Lombardo made a motion to approve the Reserve Fund Transfers to ensure Library Materials account (015610.002) compliance with Materials Expenditure Requirement (MER) for State Aid to Libraries (\$100.00)

**K. Green Seconded
All in Favor**

The meeting concluded at 5:52 pm

Janet Lombardo, Finance Chair

Jackie Coury, Finance Member

Deborah Brodie, Finance Member

Kevin Green, Finance Member