



TOWN OF BLANDFORD  
SELECT BOARD

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

FINANCE COMMITTEE  
MEETING MINUTES  
October 17, 2024  
3:00 pm

Meeting held in Select Board Chambers

In attendance: J. Coury, Chair; J. Lombardo, Member; D. Brodie, Member; K. Green, Member

1) EXAMINATION OF RECORDS OF PREVIOUS MEETINGS

None

2) AUDIENCE PARTICIPATION / PUBLIC COMMENT

3) NEW BUSINESS

a) *Recommendation of where funds for the Biermann Services Invoice of \$6,940 should come from. Note: Rene is finding the Fuel Log everyone has been discussing, if such a thing exists. I hope to have it by Thursday.*

- Discussed and made recommendations for payment of the Beirmann Services, Inc. invoice for \$6,950.00. The work entailed repair of the existing fuel tank located at the Highway garage.
- The Committee requested Cristina Ferrera follow-up with Biermann to get more detailed information pertaining to the work completed in support of Page 2 of Invoice #110401 for \$6,950.00. The Committee agreed that more detailed information is necessary in order to have work on record should it need to be referenced in the future.
- Fuel Tank Usage: 90% - Highway. 8.5% Fire Department. 6% Town hall and .9% Water Department.
- Given this tank is leveraged by various departments and from time to time it requires maintenance and /or inspection, during the FY26 budget season the Finance Team, Eric Kinsherf, CPA, recommended establishing a line-item in the budget for future maintenance and repair items.
- Given the fuel tank is leveraged by various departments and an unplanned expense the Finance Committee recommended paying this invoice with Reverse Funding. The Reserve Fund balance as of this date stands at \$45,000. Paying this invoice creates a new balance of \$38,050 for the remainder of FY25.
- Pertaining to any and all grants that are either in process or planned for the FY26 budget season by department, the Finance Committee discussed concerns regarding the grant applications process, tracking of allocation of funding, oversight in reporting, etc. and the need for greater oversight

regarding the process.

**b) In November we will begin the process for FY26 Budgeting Process. Discuss what materials should be distributed to the department heads prior to the budgeting meetings in the New Year. I'll bring last year's docs as an example. Do we want to change anything?**

- The Finance Committee discussed the FY26 Budget process. Ferrera will send out notification to all department heads early January 2025, communicating the 'launch' of the FY26 Budget Process.
- Forms sent in previous years will be sent with one change. A request will be made for information pertaining to any and all grants that are either in process or planned for the FY6 budget Season by department. The team discussed concerns regarding the grant applications process, tracking of allocation of funding, oversight in report, etc. and the need for greater oversight regarding the process.

**c) Discuss the actual budget process and document same for the committee, so we have a much cleaner and more efficient process for next year.**

- Coury will update the current budget document with Vadar general ledger numbers in preparation for the FY56 season and share with the Finance Committee and Finance Team prior to budget season.

**d) Share that I'm updating the budget using the new VADAR GL#'s, etc. Is there anything that anyone would like to add/change to the current view of the budget? It's going to take some time, so I would like to start that now.**

- Additionally, training is needed for some Blandford employees on Vadar. Coury will work with Ferrera to understand the costs (if any) to have training performed by Vadar and/or have the Accounting Team conduct training.

For the months of October, November and December 2024, The Finance Committee will meet as required should approval from Finance be required for Warrants, etc., prior to Select Board and/or Annual or Special Town Meetings. Ferrera will reach out if support is needed.

Finance Meeting adjourned at 4:00 pm

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Janet Lombardo, Finance

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Jackie Coury, Finance Chair

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Deborah Brodie, Finance Member

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Kevin Green, Finance Member