

**TOWN OF STOCKBRIDGE, MA.
50 MAIN STREET
FINANCE COMMITTEE REMOTE CTSB MEETING MINUTES
WEDNESDAY, JANUARY 13, 2021 AT 6:15 PM**

1. CHAIR BIKOFSKY CALLED THE MEETING TO ORDER AT 6:15 PM.
2. COMMITTEE ATTENDEES: JAY BIKOFSKY, JIM BALFANZ, PAM BOUDREAU, DIANE REUSS, STEVE SHATZ AND WILLIAM VOGT

TOWN GOVERNMENT ATTENDEES: PATRICK WHITE AND MICHAEL CANALES

OTHER ATTENDEES: STEVE BORNS (CTSB) AND CLARENCE FANTO (EAGLE)
3. THE FINANCE COMMITTEE MEETING MINUTES OF AUGUST 31, 2020 WERE PRESENTED AND A MOTION WAS MADE BY STEVE SHATZ AND SECONDED BY WILLIAM VOGT. A VOTE WAS CALLED AND THE MINUTES WERE UNANIMOUSLY ACCEPTED.
4. THE EMERGENCY REPAIR OF THE TOWN HALL AIR CONDITIONING SYSTEM WAS REVIEWED FOR THE COMMITTEE AND A RESERVE FUND TRANSFER OF \$59,500.00 REQUESTED OF THE COMMITTEE. FOLLOWING DISCUSSION, A MOTION WAS MADE BY STEVE SHATZ AND SECONDED BY WILLIAM VOGT. A VOTE WAS CALLED AND THIS TRANSFER WAS UNANIMOUSLY APPROVED.
5. THE FY 22 OPERATING BUDGET PROCESS WAS REVIEWED FOR THE COMMITTEE BY MICHAEL CANALES. HE EMPHASIZED THAT A ZERO BASED BUDGETING APPROACH WOULD BE INSTITUTED CONTRASTED TO THE LEVEL FUNDING METHOD OF PAST YEARS. HE FURTHER MENTIONED THAT THE FY 22 DRAFT BUDGET DOCUMENT WOULD HIGHLIGHT FY 22 AS COMPARED TO FY 18 THROUGH FY 21.

IT WAS NOTED THAT THE BHRSD FY 22 BUDGET WOULD BE PRESENTED AT A FUTURE JOINT MEETING OF THE SELECT BOARD AND FINANCE COMMITTEE ALONG WITH A PROPOSED PLAN TO STUDY THE FEASIBILITY OF COMBINING TWO (2) DISTRICTS, BHRSD AND SBRSD.

MICHAEL CANALES FURTHER MENTIONED THAT SIGNIFICANT BUDGET VARIANCES WOULD BE PRESENTED TO THE FINANCE COMMITTEE BY RESPECTIVE DEPARTMENT HEADS FOR JUSTIFICATION. HE ADDED THAT IN THE PREPARATION OF THE DRAFT BUDGETS, HE WOULD BE REVIEWING DEPARTMENTAL SALARIES, VACATION, TRAINING AND SICK TIME AS WELL AS OTHER REQUESTED NON-SALARY RELATED EXPENSE ITEMS.

MICHAEL CONCLUDED HIS COMMENTS ON THE DEVELOPMENT OF THE OPERATING BUDGET BY MENTIONING THAT A REVENUE/INCOME PROJECTION WOULD ALSO BE PREPARED FOR FINANCE COMMITTEE REVIEW.

6. MICHAEL CANALES THEN WENT ON TO DISCUSS THE DEVELOPMENT OF A FIVE (5) YEAR CAPITAL BUDGET/IMPROVEMENT REQUEST FORM WHICH HAS BEEN CIRCULATED TO DEPARTMENT HEADS AND DUE BY FEBRUARY 5, 2021. THIS BUDGET IN ADDITION TO STATING CAPITAL REQUESTS ALSO REQUIRES COMMENTARY ON INCREASES, CHANGES AND FUNDING SOURCES. HE CITED CAPITAL ITEMS SUCH AS FLEET/VEHICLE REPLACEMENT, CHIME TOWER REPAIR, AND REPLACEMENT OF THE PARK STREET PUMP STATION AS EXAMPLES. ONCE FINALIZED THIS DRAFT DOCUMENT WILL BE CIRCULATED TO THE FINANCE COMMITTEE FOR REVIEW AND DISCUSSION.
7. THE MATTER OF DEVELOPMENT OF A CAPITAL EQUIPMENT INVENTORY WAS RAISED FOR INSURANCE, MAINTENANCE AND REPLACEMENT JUSTIFICATION PURPOSES. MICHAEL ADVISED THE COMMITTEE THAT SUCH DOCUMENTS WOULD BE DEVELOPED.
8. PROJECT UPDATES:

THE LARRYWAUG BRIDGE PROJECT WAS REVIEWED BY MICHAEL. HE NOTED THAT ALL GRANTS HAD BEEN SECURED AND NONE HAD BEEN LOST. FURTHER HE MENTIONED THAT FINALIZATION OF THIS PROJECT WAS IN THE RE-BID PROCESS WITH BRIDGE COMPLETION ESTIMATED BY LATE AUGUST OR EARLY SEPTEMBER.

THE TOWN GARAGE WAS THEN DISCUSSED. MICHAEL MENTIONED THAT A TEMPORARY CERTIFICATE OF OCCUPANCY WAS EXPECTED, A TENTATIVE MOVE-IN DATE OF JANUARY 13, 2021 AND A ROOF LEAK IN THE PROCESS OF COMPLETION BY THE CONTRACTOR. NO PROJECT CASH SHORT FALL WAS ANTICIPATED.

THE AVERIC BRIDGE PROJECT STATUS WAS PRESENTED BY MICHAEL. AVERIC BRIDGE # 1 WAS IN THE BID PROCESS AS FUNDING HAD PREVIOUSLY BEEN SECURED. FUNDING FOR THE SECOND AVERIC BRIDGE WOULD BE EXPLORED UNDER THE MA. STATE SMALL BRIDGE PROGRAM.

THE CURTISVILLE BRIDGE UPDATE INCLUDED THE RELOCATION OF THE WATER AND SEWER UTILITIES WAS IN THE PLANNING AND IMPLEMENTATION STAGES AND THE REBUILDING, REPAIR AND REPLACEMENT OF THIS BRIDGE CURRENTLY BEING REVIEWED FOR PRESENTATION IN THE SPRING AND TOWN MEETING APPROVAL.
9. OTHER BUSINESS: MICHAEL MENTIONED TO THE COMMITTEE THAT A PROCUREMENT POLICY WAS CURRENTLY BEING FINALIZED WITH REQUESTS FOR PREVIOUSLY BUDGETED ITEMS IN EXCESS OF \$10,000.00 TO BE APPROVED BY THE DEPARTMENT HEAD, TOWN ACCOUNTANT AND TOWN ADMINISTRATOR.
10. THERE BEING NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 7:20 PM