

**Oakham, MA. Finance Committee (FinCom) Meeting**  
**5/5/2021 Meeting Minutes**

FinCom Chair Paul Rochette called the meeting to order at 633 pm. Members Clare Hendra and Alan Flagg are in attendance along with Oakham BOS member Lucy Tesnau.

Paul Rochette opens the meeting at 6:33pm by asking if there are any public inquiries or comments. We have one inquiry from the Quabbin School asking for meeting with Sheila Muir and her team to discuss the school budget. A Flagg suggest we ask they attend our next meeting on the 12<sup>th</sup> or 19<sup>th</sup>. FinCom Chair agrees and he will also invite the BOS to attend the meeting.

Discussed a new Article proposed by the Council on Aging to purchase administrative support software for use at the Senior Center. This is a comprehensive scheduling and tracking software program that will be a great value to the Senior Center per Lucy Tesnau. The initial cost is \$4,500 with an annual licensing fee of \$1,200. FinCom supports this Article.

Discussed BOS request to create a new line item in the budget for pay for unexpected and extra Admin Services for the town. This has been very prevalent during Covid with significant unpaid work being done by Town employees. However, this was also an issue prior to Covid. BOS wants to budget for the ability to properly compensate those putting in the extra hours as the work being done is important to maintaining a high level of service for the town. FinCom agrees this is a reasonable request with condition that the BOS have controls in place to avoid abuse of the system. FinCom chair estimated that \$25,000 would cover the 5 employees in the Town Hall at an average cost of ~\$30.00 hour. BOS member Lucy to provide more data on the estimated anticipated hours and controls that will be in place. Research will be completed and presented at the next FinCom meeting.

BOS is requesting an expense budget increase of \$470.00 for Advertising, Dues and Postage. These line items have been held flat for several years and FinCom agrees this is a reasonable increase.

The regular stabilization account is funded at \$419,605.00. Discuss funding the Capital stabilization fund. State guideline is they expect ~5% of budget to be held in stabilization. Capital is needed for an engineering study on the Town Hall and for some upgrades. We agree to present this article at the ATM to move \$150,000 to Capital Stabilization. Motion made to support the Article, vote has all in favor.

Prior minutes from 4/14 and 4/28 are approved.

Paul asks Lucy for BOS position on the proposed Quabbin assessment. After discussion BOS has been generally ok with the amount requested for the FY2022 Quabbin budget. FinCom is in general also ok with this years budget and look forward to discussing it during the pending meeting with Quabbin staff.

Th BOS have set the ATM for June 14<sup>th</sup> at 7pm at the Fire Station.

Next meeting is Wed., 5/19 at 6:30.

Meeting adjourned at 7:36pm.