

## **12/6/2023 -- Oakham, MA. Finance Committee Meeting Minutes**

FinCom meeting called to order at 6pm. BOS meeting also called to order at 6pm as this is a joint meeting. Attending for the FinCom are Alan Flagg and Steve Dollinger (remote) attending for the BOS are Don Haapakoski, Lucy Tessnau and Aaron Langlois.

No public inquiries or comments.

We review the Towns actual spending vs budget. A spreadsheet showing 17 items developed by FinCom is shared with all. This report shows spending items that are performing ahead of the 58% pro-rata and each item is discussed in order. A number are identified by the BOS as one-time payments made early in the fiscal year or as being impacted by seasonality. These include Accountant / Software Expenses, Assessors / Computer License Fee, Town Hall / Computer Services Municipal Bldg / Diesel, and the COA / Nutrition Program. Police salary/wages are discussed, and it is agreed the budget was underfunded in the FY2024 budget. An increase will be addressed by the BOS with a STM article. The Fire Department had three items reviewed. The BOS is aware the Chief is using line items with zero budget as a tracking tool for expenses. FD total budget is okay at 56%. Using the line items this way will result in the need for the BOS to correct these to balance at the end of the FY. The Hwy / Superintendent Salary is running ahead of budget. BOS advised they approved the Superintendent receiving additional salary from ARPA funding. BOS confirmed the Superintendent will be retiring July 3<sup>rd</sup>, 2024, so there will be no FY25 budget impact. It is discussed the Library / Part-Time Wages shortfall will likely be addressed by the Library Trustees and no action is required from the town. We will continue to monitor the remaining items.

We next review a draft document that will be sent to dept heads later in Dec requesting they start to develop their FY25 budgets. FinCom is working to include 3 years of history in this year's distribution with hopes of having that available by the end of the coming week. BOS comments they may want to edit and/or add to the draft language. Once final BOS will coordinate the distribution to dept heads.

BOS/FinCom jointly review a first draft listing of the 20 Articles submitted for consideration by the town for the January 2024 STM. The Articles are in draft form as outside counsel has yet to review the language. Nine Articles ask the town to fund just over \$37,000 on various purchases, payment of old invoices. Four articles ask the town to transfer just over \$17,000 from the town's \$20,000 unemployment budget line item to various wage/salary accounts. Three articles address process/procedural changes for the town and do not require funding. The final four Articles move \$201,000 to various stabilization accounts. BOS chair advised they are looking at a couple of the articles to determine if they qualify for ARPA funding. Attending FinCom members state they are supportive of all Articles but will wait for the final version prior to voting on the FinCom position on each Article.

Minutes from the 11/8/23 FinCom meeting are approved.

Meeting is adjourned at 7:15pm