



**FINANCE COMMITTEE, INCLUDES JOINT MEETING WITH SELECT BOARD
WEDNESDAY, JUNE 22, 2022
MINUTES**

This meeting of the Williamstown Finance Committee, including a joint meeting with the Select Board was held in person, live streamed on willinet.org & was broadcast live on Willinet's Spectrum cable TV channel 1303.

Finance Committee present: Melissa Cragg, Elaine Neely, Michael Sussman, Paula Consolini, Dan Caplinger, Fred Puddester

Select Board present: Hugh Daley, Andy Hogeland, Randy Fippinger and Jeff Johnson via zoom

Also present: Interim Town Manager Charlie Blanchard, Administrative Assistant Linda Sciarappa, Town Accountant Anna Osborn

Chair Hugh Daley opened the Select Board joint meeting at 7:00 p.m.

Chair Melissa Cragg opened the Finance Committee joint meeting at 7:00 p.m. to do year end transfers of funds. There were two parts to this process, the portion that is funded from Finance Committee reserves which can be used for unforeseen and unexpected expenditures and second, transfers of funds between departments.

The meeting was turned over to Anna Osborn, Town Accountant.

- There is \$ 270,000 that will be added to the tax recap for a final judgment that we had. This requires no transfer. Per MGL it will show up on the Recap Sheet as an adjustment and it will be added to the tax calculation. Anna discussed how the tax rate is set. The town is \$885,110.58 under budget. The total funds available after the adjustment is \$ 1,155,110.58.

- **Requests For Transfer From Finance Committee Reserve Fund:**

1. Snow & Ice Overage in the amount of \$ 110,952.36

Motion made by Fred Puddester to approve the request, seconded by Paula Consolini.

The motion passed by a roll call vote. 6-0-0:

Caplinger-aye, Consolini-aye, Cragg-aye, Neely-aye, Puddester-aye, Sussman-aye

2. McCann FY22 Expense in the amount of \$ 22,212.69

Following discussion regarding the ESSER II funds not materializing for the school, motion was made by Paula Consolini to approve the request, seconded by Fred Puddester. The motion passed by a roll call vote. 6-0-0: Caplinger-aye, Consolini-aye, Cragg-aye, Neely-aye, Puddester-aye, Sussman-aye

3. Extraordinary legal expenses/investigative expense FY22 in the amount of \$ 41,834.95

This was a request to transfer \$ 41,834.95 from the Reserve Fund to the Select Board budget. Anna Osborn discussed the unforeseen expenses and the appropriateness of utilizing the Reserve Fund to offset the Select Board shortfall.

Michael Sussman moved to approve the request, seconded by Paula Consolini. The motion passed by a roll call vote. 6-0-0: Caplinger-aye, Consolini-aye, Cragg-aye, Neely-aye, Puddester-aye, Sussman-aye

Select Board:

Transfer of 2022 Appropriations MGL C44 Section 33B(b)

The meeting was turned over to Hugh Daley. Members of the Select Board were present to approve the interdepartmental expenses. The meeting was turned over to the Town Accountant to discuss three requests to be transferred from Administration & Finance to Executive:

1. Town Counsel FY22 \$ 15,000.00

Anna Osborn explained that this request is to cover KP Law public records request review above and beyond general law reviews and any additional FY22 legal expense.

Motion made by Andy Hogeland to approve the request, seconded by Randy Fippinger. Discussion followed regarding the cost of FOIA requests. The expense is trending upwards with other expenses related to this. The town is not allowed to pass on certain costs. There was discussion pertaining to frivolous FOIA requests. It is very difficult to prove malicious intent. The motion was called and passed by a roll call vote. 4-0-0: Daley-aye, Fippinger-aye, Hogeland-aye, Johnson-aye

Finance Committee:

Michael Sussman moved to approve the request, seconded by Paula Consolini. The motion was passed by a roll call vote. 6-0-0: Caplinger-aye, Consolini-aye, Cragg-aye, Neely-aye, Puddester-aye, Sussman-aye

2. Interim Town Manager Salary FY22 \$ 94,010.00

Motion made by Andy Hogeland to transfer \$ 94,010.00 from Administration & Finance to Executive, seconded by Randy Fippinger. The motion passed by a roll call vote.

4-0-0: Daley-aye, Fippinger-aye, Hogeland-aye, Johnson-aye

Finance Committee;

Fred Puddester moved to approve the request and was seconded by Paula Consolini. The motion passed by a roll call vote. 6-0-0: Caplinger-aye, Consolini-aye, Cragg-aye, Neely-aye, Puddester-aye, Sussman-aye

3. McGowan Legal Fees & Investigative Services WPD and to fund any additional legal, etc expenses for FY22 \$ 50,000.00

Motion made by Andy Hogeland to transfer from \$ 50,000 from Administration & Finance to Executive, seconded by Randy Fippinger. Discussion followed. Dan Caplinger preferred to see a larger amount rather than \$ 50,000 and to take it from Free Cash. Elaine Neely noted that the money has already been appropriated by the voters. The voters would have to be asked at the next Town Meeting for approval to use Free Cash for that purpose. On July 1 there will be no Free Cash. Other sources of funds were defined and discussed. The motion was called and passed by a roll call vote. 4-0-0: Daley-aye, Fippinger-aye, Hogeland-aye, Johnson-aye

Finance Committee:

Fred Puddester moved to approve, seconded by Michael Sussman. The motion passed by a roll call vote. 5-1-0: Caplinger-nay, Consolini-aye, Cragg-aye-Neely-aye, Puddester-aye, Sussman-aye

Public Comment/Questions -none heard

Other:

Interim Town Manager Charlie Blanchard recommended the town's Free Cash level be greater than 1M and more like 1.5 to 2M level.

Discussion followed regarding another meeting to be held in July to review the final numbers. Anna Osborn stated that the final numbers are not available until mid July. Paula Consolini requested that if the Chair of the Finance Committee requests a meeting with the Select Board to please consider holding this meeting in late July when better numbers would be available. Melissa Cragg will review updated numbers on July 8th.

Charlie Blanchard discussed two components, the use of Finance Committee funds and the ability for the town to make year end transfers so that the town doesn't have to go back to Town Meeting. Charlie Blanchard was thanked for his service.

Adjournment

Andy Hogeland moved to adjourn at 8:15 p.m., seconded by Randy Fippinger. The motion was passed by a roll call vote. 4-0-0: Daley-aye, Fippinger-aye, Hogeland-aye, Johnson-aye.

The Finance Committee also adjourned at 8:15 p.m. by a roll call vote. 6-0-0: Caplinger-aye, Consolini-aye, Cragg-aye, Neely-aye, Puddester-aye, Sussman-aye

Respectfully submitted,
Linda Sciarappa, Administrative Assistant to the Town Manager