Advisory Financial Committee

Meeting Minutes

April 21, 2020

AFC Members Present: Ross France, Don Clarkson, Mark

Bishop, Rich Cavanaugh and Sandra Page

A joint meeting with the Petersham Selectboard and AFC opened at 6:30PM. The AFC members participated via teleconference.

Dana Kennan was present to discuss the Board of Assessors budget items. The budget sheet 19 line item for software maintenance/ contractual Vision in the amount of $4609 was questioned as necessary if we pass the proposed article for the procurement of new Vision CAMA software. Dana stated that all of the Sheet 19 software maintenance line would not be needed if the article for the software passed. The AFC requested a breakdown of the Sheet 19 software maintenance. Nancy Allen will arrange a meeting with representatives of BoA, BoS and AFC to discuss this point.

Representatives of the schools included Michelle Tontodonato, Lynn Peridino, Tari Thomas and Eric Glazier, they presented the updated PCS and Mahar school budgets. The PCS FY21 proposed operating budget (dated 4/16/20) requested a 2.4% increase over FY20. The Mahar FY21 proposed operating budget (dated 4/20/20) requested a 6.5% increase over FY20. They stated that the state revenue is still unknown so the budget presented is going to change. The financial impact of having the schools shutdown due to COVID 19 was discussed and any unspent funds due to lower transportation and utility costs from FY20 may be used in FY21.

The AFC and BoS reviewed the Nancy Allen’s email entitled “FY2021 Budget Review - Proposed Reductions Draft 3 dated April 21, 2020”. The first 6 items were marked “OK” indicating Nancy had contacted the budget owners/ CIPC requesters and had consent with the reductions except for the Tree Warden. It was agreed that we would lower the high tree line item from $20K to $0 assuming we are able to carry over the unspent funds from FY20 amounting to approximately $37K. The final 5 items on this memo are still under review.

The schedule leading up to the Annual Town Meeting was discussed. The moderator will be present for the next meeting to discuss delaying the date of the Annual Town Meeting.

After the joint meeting with the Selectboard, the AFC continued to meet via zoom at 8:15. It was agreed to keep the reserve fund at $35K and the current workbook shows an excess levy capacity of $93K, close to our target of $100K. Ross went over changes to the articles sheet in the workbook.

The AFC voted unanimously to reduce the AFC FY21 budget from $505 to $400.

Mark Bishop was elected Vice Chair by a unanimous vote, filling the spot vacated by Rich Cavanaugh as he becomes the Chair.

The meeting minutes from April 7, 2020 and April 14, 2020 were unanimously approved.

The meeting was adjourned at 9:10PM.

Don Clarkson