**Finance Committee Meeting Minutes**

**Date:** August 26, 2024 **Location:** Town Offices and virtually, [**Teams Meeting Join Here**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGYwOWM2ZWEtNDA5My00ZGUzLTg3NGEtMmY0N2UzZGE4YWIy%40thread.v2/0?context=%7b%22Tid%22%3a%22e96f0e3f-1a49-4f9c-8b7e-4f1cd4c85585%22%2c%22Oid%22%3a%22da8a08d0-a608-40b9-a6cb-b3e3eed2c8d8%22%7d)

**Attendance:**  Meagan Sylvia – Committee Member (acting chair)

Allan MacIntyre – Committee Member Garrett Sawyer – Committee Member

Carolyn Manley – Town Treasurer Glenn Johnson-Mussad – Town Coordinator

**Roll Call/Call to Order -** Meeting Called to Order at pm 6:30 pm. Followed by roll call.

**Meeting Minutes -** Garrett Sawyer made a motion to approve the Minutes from April 22, May 13, May 20, and June 27. Allan MacIntyre seconded. It was unanimously approved.

**Police Committee/Safety Committee Representative and Transfer of Duties -** Al MacIntyre is interested in participating. He will follow up with Thomas Richardson to understand the commitment and let us know his final decision.

**Wage and Salary Review Committee -** Al MacIntyre is scheduled to participate in the first meeting on September 16 to assess wages for town roles by comparing rates to similar towns. More information to come.

**FY2024 Closeout -** The Accountant said we can pay (without STM approval) the outstanding utility bill (approx. $3,003), brought to our attention by the Town Coordinator. The Coordinator will process payment and charge the utility account.

**FY2025 Budget and ATM Debrief –** Police Chief S. Minkler brought it to our attention at the ATM, we approved $104,470 for the Police Budget (Acct. # 210-5101-000) instead of $108,970. We acknowledge this mistake and need to correct the $4,500 difference at Special Town Meeting.

We briefly discussed that the Finance Director(s) can assist with FY2026 budget prep by helping to assess capital expenditures, Highway/WRATs budgets, and potential override prep (if needed). We can discuss more as the year progresses.

The committee reviewed that Swift River School will receive $106,000 in the Senate Budget for the door replacement and $71,138 from the US EPA and MassDEP EC-SDC grant for PFAS treatment costs.

**Items Not Anticipated**

Meagan Sylvia made a motion to transfer $1,000 from the Reserve Fund (Acct # 132.5400) to the Town Audit Fund (Acct # 135.5802) to cover the remainder of the invoice from Scanlon & Associates.

Allan MacIntyre made a motion to recommend appointing Meagan Sylvia the new Finance Committee Chair. Garrett Sawyer seconded. It was unanimously approved.

**Adjournment**

We will circulate dates for our next meeting. We could follow up with the Tax Collector to better understand the outstanding personal tax payments referred to at the ATM.

The business meeting adjourned at 7:00 pm