

Finance Committee Meeting Minutes

Date: December 2, 2024

Location: Town Offices and virtually

Attendance:

Meagan Sylvia – Chair

Allan MacIntyre – Member

Garrett Sawyer – Member

Choc'late Fraser-Allen – Member

Carolyn Manley – Co-Finance Director

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

II. Announcements:

- Finance Committee Member Updates
 - Adjunct member request approved by selectboard for Samara Sawyer.
 - New prospective committee member: Sarah Chase is interested in the vacant position and attended the meeting.
- Swift River Elementary School \$106k Earmarked for interior doors to be released
- Special Town Meeting is scheduled for Wednesday February 12 at 7 pm.
- Invitation shared for Virtual Municipal Finance Basics Workshop presented by MA DOR Division of Local Services on December 5 from 6-8 pm.
- Invitation to FRCG and MA Rural Policy Advisory Commission workshops on rural legislative priorities (every 5th Wednesday) from 5:30 to 7:30 p.m., at the John W. Olver Transit Center Allen Meeting Room, 12 Olive Street, Greenfield. Next meeting is January 29.
- Carolyn shared that we may need to allocate approximately \$8,500 for Swift River School related funds. As the meeting approaches, more info should be available

III. Approval of Meeting Minutes: Garrett Sawyer made a motion to approve the Minutes from November 4, 2024. Choc'late Fraser-Allen seconded. Unanimously approved.

IV. Committee Updates:

- New Committee for Grant Writer Consideration – coming up. Seeking Finance Committee representation. Meagan Sylvia will email Selectboard to gain a better understanding of the commitment.
- Police Advisory Committee - Al is working to schedule the budget reconciliation meeting.
- Wage and Salary Review Committee – The committee reviewed the results and recommendations and was generally onboard with adopting the changes. However, the committee will make final decisions once the Town financial position is better understood during the budgeting period. For Special Town Meeting, there will be a

warrant item to increase the salary of the Town Clerk based on the wages assessment for an increase of \$2,500.

V. FY2026 Budget Preparation

- Meagan will start a FY2026 budget file on Teams using instructions provided.
- Meagan will email Town Clerk/Town Coordinator for updated contacts.
- Finance Director(s) will work to update the capital expenditure and maintenance needs.
- The Finance Committee will distribute the FY2026 budget allocation requests in early January to be returned by mid-February to have a final budget prepared by May 1.
- The budget allocation requests will include a recommendation that anyone with questions about their budget or how to prepare a budget can contact the Finance Director(s) for assistance.

VI. Items Not Anticipated:

- Highway Department barn garage door/motors – Phil purchased 2 motors for doors for \$5,200 and will expense it to the HW budget unless the Finance Committee informs him that building maintenance funds are available.
- Outstanding Taxes – The committee reviewed the history of outstanding taxes provided by the town Tax Collector, Penny Delorey. It looks like taxes for real estate are current through 2021, and the outstanding taxes between 2022 and 2024 are \$341,751. While MV and PP have outstanding amounts going back many years. The town must wait 3.5 years before it can apply a lien. The Treasurer reported that \$274,000 in taxes are outstanding under the tax title account.

VII. Adjournment:

The business meeting was adjourned at 7:37 pm. Next meeting is scheduled for December 16 at 6:30 pm.

Topics include FY2026 Budget and budget requests.