

**Finance Committee Minutes**  
**DRAFT**

Date: 28 June 2022

Start Time: 6:00 PM

Location:  
Ashland Town Hall  
101 Main Street, Ashland, Massachusetts,  
Meeting Room A

**Members Present**

X	Scott Warnetski, Chair		Ryan Turncliff
X	Jonathan Moore, Vice Chair	X	Ed Hart
X	Jenn Cooney, Secretary		Ashwini Chitnavis
		X	Chantal Kokaram

**Guests Present**

X	Michael Herbert, Town Manager	X	Brittany Iacaponi, Town Finance Director
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**Minutes:**

1. Call to Order – Open Session
  - The Chair called the meeting of the Finance Committee (“Committee”) to order at 6:01 PM. He also welcomed Ms. Kokaram to the Committee.
2. Minutes
  - April 12, 2022 meeting
    - Motion: Scott Warnetski
    - Seconded: Jonathan Moore
    - Vote: 5-0
3. Public Comment
  - None
4. Discuss and vote on fiscal year 2022 year-end transfers
  - Referencing the summary of proposed FY22 year-end transfers distributed to the Finance Committee (see attached “FY22 Transfer Summary”), Ms. Iacaponi presented the proposed year-end transfers.
  - First, Ms. Iacaponi addressed the transfer from the Reserve Fund (01132) to the Snow & Ice account (01423) in the amount of \$422,000.00 (the “Reserve Fund Transfer”). Mr. Herbert explained the end of year transfer process, including the use of the Committee’s Reserve Account.
  - Next, Ms. Iacaponi and the Committee discussed the proposed departmental transfers from the following accounts: Salary Contingency (01960), Unemployment (01913), and Town Counsel (01151) in the total amount of \$242,650.00.

- Mr. Herbert, Ms. Iacaponi and the Committee discussed vacancies for certain positions, particularly in the police department, resulting in unused funds in the Salary Contingency account. Ms. Iacaponi noted that unemployment was higher in prior years, so the amount went down to normal amounts this year. She also noted that Town Counsel services were less than expected.
- Then, Ms. Iacaponi and the Committee discussed the proposed transfer of funds to the following accounts in the amount of \$242,650.00 (the “Department Transfers”):
  - i. Related to Salaries: Town Manager (01123), Town Accountant (01135), Assessing (01141), Treasurer/Collector (01145), Town Clerk (01161), Planning (01175), Human Resources (01180), Inspections (01241), Fire (01220), DPW (01421) and Library (01610).
  - ii. Other Expenses: Town Accountant (01135), Central Purchasing (01138), Human Resources (011810), Fuel Account (01429), Cemetery Parks, Trees (01491) and Other Insurance (01945).
- The Committee asked questions about the amounts and timing of the increases related to salaries, and it was noted by Ms. Iacaponi that the amounts represented cost of living and merit adjustments, as well as collective bargaining agreements not in place yet when the initial budget was prepared. The Committee further discussed the proposed Department Transfers with Ms. Iacaponi and Mr. Herbert.

Approve Reserve Fund Transfer

- Motion: Jenn Cooney
- Seconded: Jonathan Moore
- Vote: 5-0

Approve Department Transfers

- Motion: Jonathan Moore
- Seconded: Scott Warnetski
- Vote: 5-0

5. Fiscal year 2023 Officer Elections

- The Committee postponed elections until the next meeting.

6. Other business not reasonably anticipated by the Chair.

- Mr. Herbert provided a brief update on the timing of town projects and road construction. He also noted the public forum to be held on June 29, 2022 concerning the Valentine property.

7. Schedule future meetings

- To be determined.

8. Adjourn

- Motion: Jonathan Moore

- Seconded: Ed Hart
- Vote 5-0
- Meeting adjourned at 6:37PM

**List of Documents Presented at Meeting:**

FY22 Transfer Summary

DRAFT

Org	Object	Dept	Account Description	Transfer Request
<b>For Finance Committee approval:</b>				
<b>REDUCE FUNDING FROM THIS ACCOUNT:</b>				
01132	57860	Reserve Fund	Reserve Fund	\$ 422,000.00
<b>INCREASE FUNDING TO THIS ACCOUNT:</b>				
01423	Various	Snow & Ice	Snow & Ice Accounts	\$ 422,000.00

<b>For Finance Committee &amp; Select Board approval:</b>				
<b>REDUCE FUNDING FROM THESE ACCOUNTS:</b>				
01960	51000	Salary Contingency	Salary Contingency	\$ 141,150.00
01913	51720	Unemployment	Unemployment	\$ 71,500.00
01151	53040	Town Counsel	Legal Services	\$ 30,000.00
<b>Total Transfer to Other Departments</b>				<b>\$ 242,650.00</b>

<b>INCREASE FUNDING TO THIS ACCOUNT:</b>				
01123	51100	Town Manager	Salaries	\$ 28,000.00
01135	Various	Town Accountant	Salaries	\$ 11,300.00
01141	51100	Assessing	Salaries	\$ 2,000.00
01145	51100	Treasurer/Collector	Salaries	\$ 7,700.00
01161	51100	Town Clerk	Salaries	\$ 3,450.00
01175	51100	Planning	Salaries	\$ 14,000.00
01180	51100	Human Resources	Salaries	\$ 6,700.00
01241	51130	Inspections	Salaries/Other Salaries	\$ 10,000.00
01220	51100	Fire	Salaries	\$ 50,000.00
01421	51100	DPW	Salaries	\$ 6,000.00
01610	51130	Library	Salaries	\$ 2,000.00
<b>Total Salaries</b>				<b>\$ 141,150.00</b>
01135	Various	Town Accountant	Training/Conferences	\$ 3,500.00
01138	Various	Central Purchasing	Postage	\$ 10,000.00
01180	51730	Human Resources	Hiring Expenses	\$ 5,000.00
01180	52450	Human Resources	Contracted Services	\$ 8,000.00
01429	Various	Fuel Account	Gas/Diesel	10,000.00
01491	Various	Cemetery, Parks, Trees	Various	5,000.00
01945	Various	Other Insurance	Other Insurance	\$ 60,000.00
<b>Other Expenses</b>				<b>\$ 101,500.00</b>
<b>Total Transfers From Other Departments</b>				<b>\$ 242,650.00</b>