

Finance Committee Minutes
FINAL

Date: 29 June 2021

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	Jack Walsh		

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 6:00 PM.
2. Public comment
 - Stephen Morgan noted his previous email communication to the Committee regarding level of detail provided on the meeting agenda, and also advised the Committee that it should follow policies that are in place regarding transfers.
 - The Committee and Mr. Herbert discussed these comments with Mr. Morgan.
3. Discuss and vote on June 30, 2021 year-end transfers
 - Mr. Herbert provided background for the year-end transfer approval process.
 - Referencing the summary of proposed FY21 year-end transfers distributed to the Finance Committee (see attached “FY21 Transfer Summary”), Ms. Iacaponi presented the proposed transfer from the Reserve Fund (01132) to the Snow & Ice account (01423) in the amount of \$403,000 (“Reserve Fund Transfer”).
 - The Committee discussed the proposed transfer.
 - Referencing the FY21 Transfer Summary, Ms. Iacaponi then presented the proposed departmental transfers from the following accounts: Public Buildings (01192), Police (01210), and Debt Service (01710) in the total amount of \$868,500.00 (“Transfer Funds”). As explained at the meeting and in the FY21 Transfer Summary, such Transfer Funds were proposed to be transferred to the following accounts: Town Accountant (01135), Central Purchasing (01138), Treasurer/Collector (01145), Data Processing (01155), Town Clerk (01161),

Human Resources (01180), Street Lighting (01424), Veterans Services (01543), Capital Projects (01930) and Other Insurance (01945).

- The Committee asked questions of Mr. Herbert and Ms. Iacaponi about any impact on FY 22 and debt service timing. The Committee further inquired about the status of the Downtown Project, including reasons for the budget overage, funding of the project and project management.

Approve Reserve Fund Transfer

- Motion: Jack Walsh
- Seconded: Jonathan Moore
- Vote: 5-0

Approve Department Adjustments and Transfers

- Motion: Scott Warnetski
- Seconded: Jenn Cooney
- Vote: 5-0

4. Officer elections for July 1, 2021 through June 30, 2022

- The Committee postponed elections until the next meeting.

5. Approve minutes from following meetings:

- The Chair opened up the floor for any comments on the minutes. It was suggested that, following any meetings in which future Committee meetings are scheduled, that the Committee send a notification email to members not in attendance to notify of upcoming meeting dates.

May 3, 2021 meeting

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

May 24, 2021 meeting

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

6. Schedule future meetings

- To be determined.

7. Adjourn

- Motion: Scott Warnetski
- Seconded: Jenn Cooney
- Vote 5-0
- Meeting adjourned at 6:33PM

List of Documents Presented at Meeting:

FY21 Transfer Summary