

Budget Subcommittee Meeting Minutes
January 19, 2021

Present: Jenn Walsh; Lynn Cavicchi; Frank DelVecchio; Michael A. Trowbridge; Sara Walsh; and Walter Wilk
Also Present: Barry LaCasse, Assistant Town Manager/Finance Director; Teresa Murphy, Superintendent; Edward Donoghue, Assistant Superintendent for Finance & Operations and Kevin Dumas, Town Manager

1. Call the Meeting to Order AT 5:00 PM

Sara Walsh, Chair called the meeting to order at 5:00PM.

2. Acceptance of meeting minutes from December 9, 2020

Motion: To approve the meeting minutes from December 9, 2020. (Trowbridge/DelVecchio)

Roll Call Vote:

J. Walsh – Aye, M. Trowbridge – Yes, L. Cavicchi – Aye, F. DelVecchio – Yes, W. Wilk – Aye, S. Walsh - Yes

Passes 6:0

3. Review of updated budget report and updated numbers

Ms. Sara Walsh, Chair then began the meeting asking Mr. Dumas or Mr. LaCasse to provide an update on the Town's budget. Mr. LaCasse started by referring members of the Committee to the email he sent on January 15th and noted that the materials are also on the Town's website. He provided an overview and stated that there is a \$4.8 million-dollar deficit. He explained that the budget approach was conservative and the numbers used for assumptions were for the most part level funding from last year. He expects to have the Governors numbers by the end of January and he stated that he continues to meet with Department heads and going through their requests. He also stated that at this stage he has not assumed the use of stabilization like in FY21. Mr. LaCasse then went over some high-level expenses and made mention of areas where some expenses were transferred to a different line item which shows a large increase in one account and a decrease in another. Mr. LaCasse also noted the larger pension appropriation cost liability of the Town.

Ms. Sara then asked members if they had any questions and Mr. LaCasse answered those questions. The presentation was then turned over to the Schools. Mr. Donoghue gave a high-level overview and stated that the revolving fund accounts have seen significant decreases due to the impact of COVID. He also noted that the technology budget was increasing due to network improvements and overcoming a compromise of the network. Ms. Murphy, Superintendent then provided information on the employee requests that were in the budget as well as COVID staff services and supplies. There are too many unknowns on the school side and it is too early in the process to know if the next school will resemble this school year where a hybrid and full remote school option were required or if it will be like prior school years where all students are at school full time.

4. Update on state budget process and timing

Ms. Sara Walsh stated once the State numbers are received it will be easier to see where things land. She stated at the next meeting the Committee will review revised numbers and have more detailed questions.

5. Detailed review of expense budgets that are ready for review, town, school

This item would carry over to the next agenda and it is expected to have information from the State and revised reports from the Town and School.

6. Overview of Budget calendar process document

Ms. Sara Walsh stated this was a goal of the Select Board to develop the document. Mr. LaCasse said that at the next meeting he will have a draft ready and Mr. Sara Walsh said she would add to the next meeting agenda to review the document.

7. Any Items Not Known 48 hours of meeting

There were no items brought forward by the Chair or members.

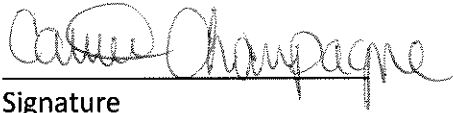
8. Adjourn

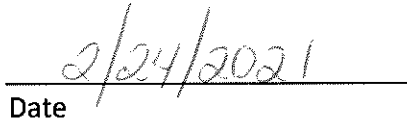
Motion: To adjourn the January 19, 2020 meeting at 5:54 PM. (Trowbridge/Wilk)

Roll Call Vote:

J. Walsh – Yes, M. Trowbridge – Yes, L. Cavicchi – Yes, F. DeVecchio – Yes, W. Wilk – Yes, S. Walsh - Yes

Passes 6:0


Signature


Date

Minutes prepared by Carrie Champagne