



Town of Georgetown

MINUTES

Committee: Finance and Advisory Committee

Date: September 21, 2022

Time: 7:00 pm

Location: Town Hall, Second Floor Conference Room

Members & Staff present: Ed Dobie (Chair) Steve Epstein (Vice-Chair), Alicia Raspa (Clerk), David Harris, Michael Kelley, David Twiss, Orlando Pacheco (Town Manager, joined at 7:13), Mary McMenemy (Town Accountant), David Surface (Town Moderator), Sarah Cognata (Library Director), Michelle Brock, Mary Saunders, and Susan Clay (Library Trustees). Quorum obtained.

Members not present: Michael Kelley, Nichole Coscia

The meeting was called to order at: 7:05 PM.

MEETING MOTIONS / ACTIONS AND SUMMARY OF DISCUSSIONS:

MINUTES TO APPROVE

- Mr. Epstein read the July 20, 2022 minutes. Discussed amendment for circulation at next meeting.
- Mr. Epstein asked that the approved minutes be forwarded to the Town Clerk
- Mr. Twiss asked that the agendas be added to the FinCom homepage of the Georgetown municipal website.

Mr. David Surface joined the meeting to note that he has begun the process of removing Nichole Coscia from the FinCom due to sustained absences and that he is seeking a replacement. Mr. Surface left the meeting after the old business discussion. He expressed his pleasure to see Mr. Dobie in attendance and looking well before leaving.

OLD BUSINESS

- **Fiscal year 2023 to date report, including Selectboard actions with budget implications**
 - Ms. McMenemy noted that expenses were in line with last year. September Cherry Sheet will bring us up to 25% collected on revenue.
 - Expenses are high, but many are front-loaded, such as the insurance and payments to Essex & Whittier Tech
 - Legal expenses are expected to increase but resolutions on some matters are expected in the second half of the fiscal year.
 - Mr. Epstein inquired about the CPAC funding and if the projects approved at town meeting had been started. Ms. McMenemy noted that work began on the Camp Denison lodge and other projects were scheduled.
 - Mr. Pacheco noted that building permit fees had increased with market. Discussed personnel implications of new building inspector at a stipend vs. a salary if a full-time inspector is not necessary given updates in technology.
- Fuel expenditure update
 - Reviewed the fuel expenditures by department. Ms. McMenemy noted that the costs are decreasing.
 - Mr. Twiss noted gas is more volatile and may take 12 months to stabilize.
 - Mr. Pacheco noted that the electric vehicle discussion was facing some pushback from departments given charging time concerns in emergency situations such as snow storms. Discussion ensued about

fuel efficiency and electric vehicle options as we replace vehicles, possibly administrative non-critical vehicles.

- Mr. Epstein inquired about reimbursement for employees who use their personal cars, they do receive reimbursement if they submit mileage.
- Mr. Dobie inquired about a cost/benefit analysis on the increased purchase price on hybrid/electric cars.

NEW BUSINESS

- Mr. Dobie moved to take the agenda out of order given the library staff was in attendance and may wish to leave early. No objections.
- **Library report for analysis of potential Thursday reopening**
 - Mr. Twiss read memo prepared by Mr. Pacheco noting that the cost to bring the library salaries more in line with the regional market, based on the recent pay and classification study, would be \$49,630 for the fiscal year. Adding an additional day would require an increase of \$91,625 annually. Discussion ensued regarding any discussion by the Select Board and what mechanisms can be used to allocate additional funding for FY23 and the implications of FY24.
- **Assessors report on impact of override by home values**
 - There is a tool available which is helpful for analyzing the effects of a tax override. Discussion ensued regarding the budget and expected expenses and any growth prospectus to absorb increased costs.
- **FY2024 Budget preparations**
 - Discussed timing and plans.
 - Ms. Raspa requested that this fall we look at what departments return budgeted funds at the end of the fiscal year.
 - Discussed reviewing the school committee's budget presentations and making it easier to review.
 - Discussed parks & recreation budget, will allocate some maintenance funds to the highway department and redirect the focus on programming.
 - Mr. Epstein inquired about the GYCC and if it is reporting income. Ms. McMenemy noted that there is a parks & recreation revolving account for the Center.
 - Ms. Raspa inquired about paid parking at American Legion Park. The meters will be installed this fiscal year and residents will receive a parking sticker with their excise tax bill.
- **Discussion of Shared Services**
 - Discussed the potential for shared maintenance services across departments by adding one custodian who would primarily be responsible for all of the municipal buildings besides the schools. Discussed the desire for an HVAC technician for municipal buildings.
 - Mr. Dobie inquired about a centralized fueling point. Discussion ensued noting a capital investment of at least \$120k. Mr. Dobie would like to continue to pursue the possibility, potentially with a mechanic on staff.
- **Setting October Meeting Date**
 - October 26, 2022
 - The Committee discussed logistics for possibly approving the additional library salary funds at the next meeting if cherry sheet is as expected.

Items not reasonably anticipated by the Chair 48 hours in advance of the meeting:

LIST OF DOCUMENTS AND OTHER EXHIBITS USED AT MEETING:

- FY 2023 budget (from MUNIS system)
- Fuel expenditures by department

- Analysis of library opening costs

Documents and Other Exhibits used at meeting will be available for review at: Town Accountant's Office
(Office)

Meeting was adjourned at: 8:36 pm ***Motion to adjourn made by Steven Epstein, Second: David Harris.*** All in favor.

NEXT MEETING:

Date: October 26, 2022
Time: 7:00 PM
Place: Town Hall, Third Floor Meeting Room

Minutes approved by Committee on: October 26, 2022
(Date)