

**Note: These proposed minutes should be considered preliminary until they are approved by the board at a future meeting.**

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**FINANCE COMMITTEE  
MONDAY, JANUARY 8, 2024  
REGULAR MEETING: TOWN HALL  
DRAFT MEETING MINUTES**

Members Present: Chair Dan Campbell (DC), Sue Kaczinski (SK), Tony Matteo (TM), David McCarthy (DM), Bernie Porada (BP), Gail Weiss (GW)

Members Absent: none

Others in Attendance: Town Administrator Andrea Llamas, Colleen Letourneau, Stacy Bond, Joshua Roman, Misha Storm, Jon McGowan, Alex Strysky

***I. CALL TO ORDER***

Chair DC called the meeting to order. The time was not announced.

***II. DEPARTMENT BUDGET MEETINGS***

***a. Senior Center / Council on Aging***

Senior Center Director Colleen Letourneau presented the proposed budget for Fiscal Year 2025. Highlights included:

- An increase in the budget, to \$8,007.76, for compensation for a part-time worker whose position has been reclassified and involves more responsibility.
- An increase in the budget of \$100 to pay for fees for Council on Aging seminars because the associated fees have increased.
- An increase in mileage for staff to cover additional trips to purchase supplies for the increased meal programs at the Senior Center.
- An increase of \$3,000 in the budget to establish a much-needed reserve fund for the Senior Center's kitchen equipment and fire-suppression system. Much of it is old, some of it requires annual safety inspections, and all of it requires ongoing upkeep and will be expensive to replace. There is currently no funding in the budget for maintaining or replacing the kitchen equipment.
- The meals at the center usually welcome approximately 30 guests, and that includes the volunteers, who are included in the meals.
- The Senior Center and Council on Aging events are numerous and well-attended. Northfield has an aging and aged population.

***III. REVIEW AND APPROVE MINUTES***

**MOTION BY BP TO APPROVE THE MINUTES, AS WRITTEN, FOR THE FINANCE COMMITTEE MEETING THAT TOOK PLACE ON NOVEMBER 20, 2023. TM SECONDED.**

**ROLL CALL VOTE:**

DC YEA  
BP YEA  
TM YEA  
DM YEA  
GW YEA  
SK ABSTAINED

**MOTION CARRIED 5-1, WITH SK ABSTAINING.**

## ***II. DEPARTMENT BUDGET MEETINGS (continued)***

### **b. Recreation Commission**

Stacy Bond and Joshua Roman presented the proposed Recreation Commission budget for FY25. Highlights included:

- This budget is mostly level-funded, with major exceptions:
  - An increase for the Program Director's wages to cover an increase in hours from 19 per week to 30 per week. The commission has more programming; thus, the Director has more responsibilities.
  - An increase in the wages for summer camp leadership and staffing, with additional staffing possible to cover additional hours and more attendees.
  - An increase in the wages for other staff, as programming for adults has increased, and may increase for other age groups, too.
  - Increasing the wages will likely avoid volunteer burn-out.
- Recreation Commission programming is popular, especially pickleball.
- The commission is seeking community collaboration, especially for pickleball, and Community Preservation Act funding may be sought, as well.
- Some programming ideas came from the Northfield 350th celebrations.

## ***VII. BRIEFINGS ON MEETINGS ATTENDED BY COMMITTEE MEMBERS***

TM announced an upcoming Community Preservation Committee meeting on January 18.

Town Administrator Andrea Llamas gave an update on the Emergency Medical Services Regionalization Task Force. They are finalizing a grant to seek funding for technical services from the state to develop a regional EMS, as there is a dire need in Northfield for this.

Ms. Llamas gave an update on hiring a new Grants Director. She has received many promising applications. This position, which is currently funded with ARPA money, is crucial. The former Grants Director brought Northfield \$1 million in grants in one year.

## ***IV. SPECIAL TOWN MEETING***

Ms. Llamas gave an update on Special Town Meeting. The Selectboard will review the warrant at their meeting on January 9. The Finance Committee will have an opportunity, at their next meeting, to review the articles.



## ***VI. CORRESPONDENCE RECEIVED BY THE COMMITTEE***

DC announced there was none, but there will be something from the Superintendent of Schools at the next meeting.

## ***II. DEPARTMENT BUDGET MEETINGS (continued)***

### ***c. Library***

Library Director Misha Storm, Library Trustee Chair Jon McGowan, and Library Trustee Alex Strysky appeared before the Finance Committee. Ms. Storm presented the proposed FY25 budget. Highlights included:

- Nearly all of the budget is level-funded, with two exceptions:
  - To meet state guidelines, the library seeks an increase of \$2,000 for materials. Ms. Storm noted this line item has not changed in decades.
  - An additional 10 hours in the labor budget, for a total of \$8,168, for a Circulation Assistant, or a Substitute Circulation Assistant. This position is currently vacant.
    - A discussion ensued on the number of people working in this position, and of not having one person work more than 18 hours per week because of the need to give them benefits should they work 18 hours or more per week.
- A discussion ensued on the vast programming that happens at the library, but that is not library programming. The library truly is a community center and resource.

## ***V. ITEMS NOT REASONABLY ANTICIPATED IN 48 HOURS IN ADVANCE OF THIS MEETING***

There were none.

## ***VI. CORRESPONDENCE RECEIVED BY THE COMMITTEE***

There was none.

## ***VIII. NEXT MEETING***

The next meeting is Monday, January 22, and will include the budget presentations for the Fire Department, EMS, and the Police Department.

DC noted he will be absent for the February meetings, so Vice Chair BP will issue the agenda and run the meetings.

A discussion ensued on Cherry Sheets.

A discussion ensued on the number of hours an employee works and how that affects their health insurance.

## ***IX. ADJOURN***

**MOTION BY BP TO ADJOURN. DM SECONDED.**

**ROLL CALL VOTE:**

**SK YEA**

**DM YEA**

**TM YEA**

**BP YEA**

**DC YEA**

**GW YEA**

**MOTION CARRIED UNANIMOUSLY**

The meeting was adjourned at 7:15pm.

**Documents presented at this meeting:**

There were none.

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Respectfully submitted by Wendy M. Levy from minutes taken by Wendy M. Levy.

This represents my understanding of the above dated meeting. If you have any changes, please submit them at the next meeting.