



**TOWN OF BELCHERTOWN**  
**Finance Committee**  
Lawrence Memorial Hall  
2 Jabish Street • P.O. Box 670  
Belchertown, Massachusetts 01007



Edward Boscher, Chairman  
Melissa Hurst, Vice Chairman  
Laurie Shea, Clerk  
Steven Rose  
Lynne Raymer

### Meeting Minutes

Date: Thursday, February 16, 2017  
Time: 7:00 PM  
Location: Lawrence Memorial Hall  
Present: Edward Boscher, Melissa Hurst, Laurie Shea, Steven Rose  
Guests: Steve Williams

- Meeting called to order at 7:00 PM
- Shea distributed the minutes from the November 26, 2016 meeting.
- Ms. Hurst moved to accept the minutes. Mr. Rose seconded.
- Minutes were accepted 4-0-1.
- Ms. Shea distributed the minutes from the December 13, 2016 meeting.
- Mr. Rose moved to accept the minutes. Ms. Hurst seconded.
- Minutes were accepted 4-0-1.

### Transfers

A request to transfer \$4,000 from the Reserve Fund to the Department of Public Works to cover the cost of replacing a 30 year old fire alarm panel was made by Steve Williams, Director of the DPW. Ms. Shea inquired if the procurement of the new fire panel was done under a competitive bid process. Mr. Williams stated town policy is procurements under \$10,000 follow best practice, \$10,000 - \$50,000 is a three bid process, and over \$50,000 is a sealed bid process. Mr. Boscher motioned to approve the transfer, Mr. Rose seconded. Motion passed 4-0-1.

### Old Business:

Ms. Shea reported she attended a RADAR committee meeting, and that while the information was interesting, it was the consensus among attendees that the data was not really actionable for the school district to use in its budget process in its current state.

It was discussed that there appeared to be no issues with the current budgets to date.

The committee had a lengthy discussion on whether to request level funded budgets, with mandatory rate increases broken out, along with any other priority expenditures departments would like to request, or to request level service budgets. The outcome was that the committee tasked Mr. Boscher with requesting level funded budgets, with mandatory rate increases broken out, along with any other priority expenditures departments would like to request.

Mr. Rose noted he would like to see the hard copy preliminary FY 18 budgets from the town accountant. Ms. Shea and Ms. Hurst agreed. Mr. Boscher noted he would invite the town accountant to the next meeting.

Mr. Williams informed the committee the town administrator had already sent out a directive to department heads requesting level service and that was how he was preparing his budget.

**New Business:**The committee briefly discussed the preliminary free cash amount to be certified, which appeared to be \$881,000 from the town.

The committee also noted that Chapter 70 funds were increased by 3%, bringing the amount Belchertown will receive in FY 18 to approximately \$47,000.

**Other Business:**

A member of the public at large in attendance asked the committee to explain the overall role of the committee and the process. Mr. Boscher complied and gave an overview.


**Next Meeting:**

- Tuesday, February 28, 2017 at 7:00 PM; Lawrence Memorial Hall Auditorium

**Adjournment:**

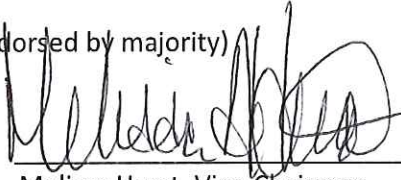
- Mr. Boscher called to adjourn
- Meeting adjourned at 8:22 PM.

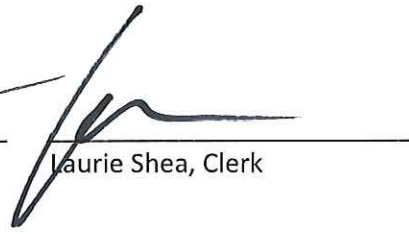
Respectfully submitted,


  
Laurie Shea, Clerk

FINCOM Town of Belchertown (Endorsed by majority)

  
Edward Boscher, Chairman

  
Melissa Hurst, Vice-Chairman

  
Laurie Shea, Clerk

  
Steven Rose

  
Lynne Raymer