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**HAMILTON FINANCE AND ADVISORY COMMITTEE
&**

Capital Committee

Joint Meeting

Minutes of Meeting

Via Zoom 850 4981 2403

Passcode 200095

June 1, 2021

6:00p.m.

Capital Committee Members Present: Heather Ford, Jack Lawrence, Dave Thompson, Bill Wilson, and Bob Woodbury

Finance Committee Members Present: Christina Schenk Hargrove, Dave Wanger, and Nick Tensen. John Pruellage joined the meeting at 6:12 p.m.

Heather Ford called the Capital Committee meeting to order at 6:04 p.m.

Roll Call: Heather Ford – present, Jack Lawrence – present, Dave Thompson – present, Bill Wilson – present and Bob Woodbury – present.

Christina Schenk-Hargrove called the Finance Committee meeting to order at 6:05 p.m.

Roll Call: Dave Wanger – present, Nick Tensen – present, and Christina Schenk-Hargrove – present. John Pruellage joined the meeting at 6:11 p.m.

1. Joint discussion with CAPCOM regarding future spending and projects and Town forecasting models

Mr. Pruellage shared his screen for review of the most recent 5/22/21 budget forecast. Mr. Pruellage explained that the forecast used historical budget numbers as opposed to actual numbers as they were more consistent year to year especially when considering vacancies in positions that would be in future years. From there average growth rates and future basic growth rates were projected three years forward. Mr. Pruellage added that the projections went through a list of assumptions “scenarios” and determined variables that would drive the actual forecast. From there, the base would be the projection with alternate scenarios that could be applied. The forecast could be used as a tool, for example, if school spending was at 5.5 percent, it would indicate that there would be an override. The forecast showed that there would be overrides if spending was not kept below the indicated thresholds.

Mr. Pruellage explained that year to year anomalies would make the projections more difficult. The school would likely have a surplus for FY21 due to their aid not being cut as much as expected and may be returned to the town or may be used as Excess and Deficiency Fund (E&D) in the next year’s budget which was yet to be determined.

Mr. Wanger explained that another important purpose of the budget forecast would be to educate the public so they could see the hypothetical cases and the assumptions that go into it and they would be better informed.

Capital Committee members commented that a forecast model that went 5 years out would be helpful as it would include some larger expenses and it would make the public aware of what expenses were coming down the line.

Both committees agreed it would be useful to have an assumption that would translate to what impact the capital plan would have on the debt service line item as well as the capital extension line item. The school would need to have the same assumptions and on the first tab encapsulate the output so it would be more digestible. Other items like revenue opportunities, capital projects, etc., would be included which would evolve over time. Both Committees agreed that school numbers needed to be included in the forecast model as well.

The module would then need to be shared with Town Manager, Joseph Domelowicz as well as the Select Board. Following their review, a manager's meeting with Wenham and Hamilton Town Managers, Finance Committees, and the new Finance Director, Alex Magee. A School Committee meeting following the above-mentioned meetings would be needed next to work in their budget assumptions.

Both Committees agreed that the meetings would need to take place in June if at all possible so that the module would be in place before the end of the summer.

The Capital Committee adjourned their part of the meeting at 7:19 p.m.

Roll Call Vote: Heather Ford – aye, Jack Lawrence – aye, Bill Wilson – aye, Dave Thompson 0 aye, and Bob Woodbury – aye.

2. Discussion regarding composition of FINCOM membership and meeting with potential interested members

Ms. Schenk-Hargrove reported that she met with the Town Manager, Joseph Domelowicz and asked him to add to the Select Board agenda the Finance Committee openings of one full Board Member and one to two Associate Board Members. Members agreed that the vacancies should be listed on the town website as well as the town's Facebook page and the electronic sign.

3. Committee Member and Liaison Updates

Mr. Wanger reported that the Umbrella Committee had met once and Mr. Domelowicz would be organizing them with another one being held in June. Mr. Pruellage added that they could share their forecasting and projections at that meeting as well.

Ms. Schenk-Hargrove reported that Mr. Domelowicz had approved job descriptions for vacant positions and would be hiring a replacement for Pat Shannon, a Building Commissioner, a Health Director, a Social Worker for the Council on Aging, a Regional Public Health Nurse, a Regional Public Health Director, and a part-time Health Department Administrator. A Conservation Agent had been hired and had already started.

Ms. Schenk-Hargrove also reported that Mr. Domelowicz told her that some town employees may be moved out of the building when they are no longer able to work upstairs and the hope would be to be proactive vs. reactive in that regard.

Lastly Ms. Schenk-Hargrove reported that a Special Town Meeting would be needed this year as one of the warrant items had an incorrect amount of money that was approved and the dollar amount needed to be revised.

Mr. Wanger reported that the Steering Committee for the Master Plan met on May 20, 2021. At that point, the Select Board had not appointed a representative. The company that was under contract to guide with the Master Plan gave their presentation. Mr. Wanger requested a copy of the Request for Proposal and the application of the successful bidder and told Members he would distribute the information to them. The Steering Committee will meet in June and Mr. Wanger told the Committee that he would report back to them.

4. Determine/Discuss agenda for next meeting

Finance Committee Members agreed to meet via Zoom on June 15, 2021 unless legislation grants an extension of zoom meetings and then the meeting would be scheduled for June 16, 2021. The new Finance Director, Alex Magee and Town Manager, Mr. Domelowicz would be asked to attend.

5. Discussion regarding FINCOM process with regard to recommendations and other actions

The Finance Committee discussed the importance of information sharing back and forth with the Select Board and the Town Manager. Ideally, the Finance Director candidate would have been vetted by the Committee prior to being hired.

6. Determine/Discuss agenda for next meeting

Mr. Wanger commented that the next agenda should include the legal bill review, the schedule for the periodic budget of the HDC, and a Patton Homestead discussion.

7. Adjournment

Motion made by Dave Wanger to adjourn 8:44 p.m.
Seconded by Christina Schenk-Hargrove.

Roll Call Vote: Dave Wanger – aye, Nick Tensen – aye, Christina Schenk-Hargrove – aye, and John Pruellage – aye.
Unanimous in favor of voting members.

Documents:

1. Budget forecast (5/22/21)

Respectfully submitted as approve at the meeting of August 25, 2021.

Marcie Ricker

A handwritten signature in black ink, appearing to read 'M. Ricker', with a long horizontal stroke extending to the right.