

**TOWN OF MILLVILLE
FINANCE COMMITTEE**

MEETING MINUTES

2/8/21 – 6:30 P.M.

Board Members Present: Chairman, Aubrey Buono; Member, Gary Gill; Member, Angela Prizio; Member, Ken Tubman; Member, Brian Pacheco

Board Members Absent: None

6:30PM: Buono Opened the meeting

Re organization

- Motion to nominate Aubrey Buono for Chair – unanimous vote.
- Motion to nominate Angela Prizio for secretary unanimous vote.

COVID update

- Budget that has been recommended.
- Increase in budget 3.5% on average, but not a standard 3.5% across the board.

FY19 audit progress

- Aubrey spoke with Peter today (2/8/21) re: audit.
- Audit team has all info to proceed drafting first draft of FS package.
- Once the review process is completed the drafts will go over to Peter, and at that time they will be send over to us for review.

FY 20 YE close status

- Still in process. Derek still working on the close, still some items to be cleared.
- Items due to DLS which then go thru another review process. We are still a while away and there is a general concern at the amount of time this is taking (we are 8 months after YE), along with the fact we are operating now in 4 fiscal years.
- Schedule A due on 11/30 is well past due. This can impact our state aid.
- Formally request a sit down with Derek Peter and lisa the treasurer to go thru the process and help streamline. We would like to include the entire Finance committee on this meeting.
- MA municipal calendar sent to finance team as a reminder.
- Aubrey will f/ u with Derek and try to get a meeting on the books.
- Aubrey reached out to Lis RE: the title V program but has not heard back yet. Another follow-up due.

Budget vs actual

- Brian will go back thru the budget/actual and cross reference Peters prior email with comments.
- Overall budget comparison is not balancing out, many questions to ask Derek, new encumbrance accounts.
- Next Steps: Send to Peter for first glance to see if he has investigated any of the items that we have questions on before sending to Derek.
- How is the best way to present to Peter? Excel sheet and a word document with listed questions.
- Aubrey and Brian may setup a time to call Peter to walk thru the questions.

FY 2022 Budget planning

- Today was the deadline to get the budget requests in. We received many today but there are some more forthcoming.
- Peter to do initial compilation of budget model.
- If any specific requests are coming in over, we can address them individually.
- BMR requested a follow up meeting with Aubrey and Peter this Wednesday 2/10/21. Aubrey will report back.
- BVT presentation at BOS meeting 3/1/21 @ 6pm, we are invited to join. Aubrey will post a joint meeting. Hoping to have some representation from Fincom.

Subcommittee Capital program meeting

- Some requests for Police dept vehicle requests (still in discussion).
- This year's draft capital plan is not yet ready. Aubrey will follow up with them to see where we stand.

Open Forum?

- Annual report: due first week of March. If anyone has any ideas submit to Aubrey
- How do we structure our meetings moving forward?

FINANCE COMMITTEE MEETING ADJOURNMENT

On motion by B. Pacheco, second by K. Tubman, the Committee votes (5-0) unanimously to adjourn the meeting at 7:30 pm.

Respectfully Submitted By:

Angela Prizio, Secretary

In lieu of signatures, these meeting minutes were formally approved by Fincom during our meeting on 2/23/21 at 6:33pm. Motion to approve by B. Pacheco, second by K. Tubman.

Approved By Finance Committee:

Aubrey Buono, Chairman

Brian Pacheco, Vice Chairman

Angela Prizio, Secretary

Gary Gill, Member

Ken Tubman, Member

REC FEB 24 2021

AM 9:25

TOWN CLERK