



TOWN OF HOPEDALE

78 Hopedale Street - P.O. Box 7
Hopedale, Massachusetts 01747

Tel: 508-634-2203 Fax: 508-634-2200

Finance Committee

November 15, 2021 Meeting Minutes 7:00 pm, via Zoom

Attendees:

Present:

E. Callahan, D. Comastra, C. Hodgens, D. Madigan, P. Maloney, C. Strapponi

Absent:

D. Piatt, K. Wilson

The Finance Committee meeting was opened at 7:03 pm by Chris Hodgens.

Votes:

1. The minutes of October 13, 2021 were presented. All voted in favor with Don Comastra abstaining due to absence.
2. The minutes of October 25, 2021 (joint Select Board, Board of Health, and Finance Committee) were presented. All voted in favor with Don Comastra abstaining due to absence.

Events:

1. Budget Calendar

The Committee reviewed the Select Board's proposed budget calendar reflecting a timeline for preparation and review of financial materials. The discussion amongst the members indicated the timing is aggressive given the events taking place throughout the year:

- a) August through November there are issues relating to previous year wrap up items, sometimes related to the need for a Special Town Meeting or Override,
- b) Revenue numbers and Cherry Sheet estimates are not available from the state early enough to craft an informed budget,
- c) Department Heads need more "run time" with their current budget to accurately predict future needs, both operating and capital requests. The Committee expressed its interest in being copied on budget requests directly from Department Heads.

The creation and revision control of the budget document itself was also discussed. Diana Schindler has offered this as a service to the Finance Committee going forward.

2. Vehicle Fleet Schedule

Colleen Strapponi is creating a schedule with detailed information listing all town-owned vehicles, mileage, maintenance issues, date of purchase, etc. for purposes of consideration during capital planning. She will have an update at a future Finance Committee meeting.

3. Budget Compilation

Diana Schindler indicated the Town's accounting software, VADAR, is limited in its offerings for budget development. Many reports and details must be exported to Excel for further synthesis. It can be challenging to maintain the spreadsheets due to formulas, formatting and linking of cells and spreadsheets. Diana will provide information and updates through the process.

4. Animal Control Officer

The Board of Health is still working on this issue. An update should be available for the December 13, 2021 Select Board meeting.

5. Trash and Recycling Contract

The Board of Health is still working on this issue. An update should be available for the December 13, 2021 Select Board meeting.

6. Right of First Refusal

The Chair acknowledged receipt and read aloud a letter from Attorney David Lurie dated November 15, 2021 concerning a recent ruling on the purchase of ~130 acres. The Committee did not discuss this item.

7. Finance Committee Policy Manual

This topic will be covered at the next meeting of the Finance Committee.

The Committee will meet on Wednesday December 8, 2021 at 7:00pm.

The Chair called the meeting to Adjournment at 7:58 pm.

Respectfully submitted,

Elizabeth S. Callahan

Recording Secretary
Hopedale Finance Committee