



TOWN OF HOPEDALE

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

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

Finance Committee

December 8, 2021 Meeting Minutes 7:00 pm, via Zoom

Attendees:

Present:

E. Callahan, D. Comastra, C. Hodgens, D. Madigan, P. Maloney, K. Wilson (joined late)

Absent:

D. Piatt, C. Strapponi

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

Votes:

The minutes of November 15, 2021 were presented. All voted in favor (see discussion below).

Events:

1. Minutes of November 15, 2021

The Committee discussed the management of the budget worksheets. Aspects of revision control, version control, updates to master documents, and validity of the documents were discussed. All agreed the details relating to any modifications to the documents must be listed with each change and presented at each meeting.

2. Review of Current Expenditures

The Committee reviewed a current expenditures report as we are approaching the mid-way point of the current budget. Questions regarding the incorporation of prior year bills as voted at the Fall Special Town Meeting were raised (Diana Schindler will respond at a later date; not present at this meeting). The Committee questioned the process for overspending a line item citing the example of the personal services line item showing at 706%.

3. Vehicle Fleet Schedule

Colleen Strapponi is continuing work on this. An update at a future meeting will be available.

4. Finance Committee Policy Manual

Chris Hodgens will coordinate with Diana Schindler regarding documentation that may already exist for many of the Town's procedures and share the draft document with Department Heads. After an initial review by Department Heads, Committee members will divide up tasks by areas of specialty/interest/experience.

5. Animal Control Officer
Work continues on this topic; will be discussed at a future meeting.
5. Critical Needs from Finance Committee
The topics of policy creation and capital needs were identified as priorities. These will be incorporated to future meetings.
6. Format for Budget Development
The Committee will discuss at a future meeting opportunities for Department Heads to submit their budget request materials (via Zoom, in person, Saturday “marathon session”, various time-scheduled meetings, etc.).
7. Blackstone Valley Regional Vocational Technical High School
Patrick Maloney is working with leadership at BVT to determine budget increases and financial obligations for Hopedale for the upcoming budget cycle. He will provide more information as meetings progress.

The Committee will meet on Wednesday January 19, 2021 at 7:00pm.

The Chair called the meeting to Adjournment at 7:56 pm.

Respectfully submitted,

Elizabeth S. Callahan

Recording Secretary
Hopedale Finance Committee