



# Franklin Regional Council of Governments

## Finance Committee — *MINUTES*

Date /Time:	Thursday, July 19, 2018 / 4:30 p.m.
Location:	JW Olver Transit Center, 12 Olive Street Greenfield, MA – Library
Facilitators:	Lynn Sibley, Chair, Finance Com & Bill Perlman, Chair Personnel Committee

### ATTENDEES:

- **Lynn Sibley**, *Chair*, Whately
- **John O’Rourke**, Conway
- **Kevin Fox**, Colrain
- **Ellen McKay**, Shutesbury
- **Jay DiPucchio**, Regionally Elected

### STAFF:

- **Linda Dunlavy**, Executive Director
- **Claire McGinnis**, Finance Director
- **Rebekah Boyd**, Administrative Services Coordinator

Lynn S. opened the meeting at 4:31 p.m.

### 1. Review and adopt 3.22.18 minutes

**John O. moved to adopt the 3.22.18 minutes. Kevin F. seconded and the motion passed with 2 abstentions.**

### 2. FCECS Operating to Personnel Transfer Request and Carry Forward Request

Claire explained that additional hours were needed — beyond the planned scope of work — for this program, including efforts to determine the feasibility of migrating the FCECS to the state public safety radio system. When there’s a personnel cost discrepancy greater than 10% at year’s end, staff are required to bring the figure to the Finance Committee for approval of use of operating funds of the same year to cover the personnel shortage.

**Jay made a motion to transfer \$3314 from FCECS operating to personnel. Ellen seconded. Motion passed with all in favor.**

Claire explained that funds for the Erving Tower project (\$7,600), the system antennae project (\$77,000), and two capital budget lines (\$75,000 and \$5,500) remain unused. She requested a carry forward in preparation for a complete system evaluation, replacement or other capital expenditure in the coming 1-8 years. She added that staff does not want to spend money unnecessarily if, down the road, the FCECS is taken under the wing of the state system.

**Jay made a motion to carry forward a total of \$165,100 in unspent capital equipment funding for use in FY19. Ellen seconded. Motion passed with all in favor.**

### **3. Request to use FCCIP Reserve Fund to balance FY18**

Claire explained that with an overlap in personnel as FCCIP trained a new building inspector, and with a variance in the revenue trend, expenses exceeded revenues by \$14,041. That amount is requested from Reserves to balance the budget. This use of fund balance would bring the FCCIP fund balance to \$77,959, Claire reported.

**Ellen M. made a motion to use \$14,041 from the FCCIP Reserve to balance the fy18 budget. John O. seconded the motion, which passed with all in favor.**

### **4. Re-request for use of \$15,000 of undesignated free cash for FERC relicensing advocacy and technical support**

Last year, staff asked for the Finance Committee's recommendation to the Council for use of \$15,000 for technical and legal assistance to participate in the FERC relicensing of the FirstLight hydroelectric facilities, which the Council approved for FY18. Since then, the power company unexpectedly slowed down the process and staff working on the project felt the funding wasn't needed right away. Though staff doesn't know exactly when, the assumption is that the \$15,000 will be needed in FY19. The appropriation (unspent) for FY18 will fall back to undesignated fund balance in closing the year.

**Jay D. made a motion to recommend to the Council the use of \$15,000 of undesignated free cash for FERC relicensing advocacy and technical support, an FY19 appropriation. Ellen M. seconded.** Jay D. said he feels this is an appropriate ongoing initiative. As staff doesn't know when exactly it will be used, a re-appropriation was requested instead of a carry forward.

**The motion passed unanimously.**

### **5. Update on FRCOG-FRTA lease issues, time permitting**

In a recent meeting with Linda, Tina Cote, FRTA director, expressed her belief that Transit Center capital expenses are the FRTA's responsibility. Linda will document the takeaway of that meeting, have it signed by Tina, present it to the Executive Committee, and then report to the Finance Committee. If the FRTA is, indeed, responsible for the capital expenses, the FRCOG may not be required to cache money for future capital costs as staff once believed was necessary.

### **6. Business Not Reasonably Anticipated 48 Hours in Advance of Meeting**

In an email to the auditor, Linda has requested a price for an audit to be scheduled for December.

**Ellen M. made a motion for adjournment, John O. seconded. The meeting adjourned at 4:45 p.m.**

#### **DOCUMENTS DISTRIBUTED:**

- Agenda
- Draft minutes for 1.11.18 meeting
- Year-End Meeting Memo from Claire McGinnis to Linda Dunlavy, dated 7.12.18