



Franklin Regional Council of Governments

Finance Committee — *MINUTES*

Date /Time:	Thursday, September 26, 2019 / 5:30 p.m.
Location:	JW Olver Transit Center – Library, Room 221
Facilitators:	Lynn Sibley, Chair

ATTENDEES:

- **Kevin Fox**, Colrain
- **Michele Giarusso**, Leyden
- **Ellen McKay**, Shutesbury
- **John O’Rourke**, Conway
- **Kayce Warren**, Ashfield

STAFF:

- **Linda Dunlavy**, Exec. Dir. (Call in)
- **Rebekah Boyd**, Admin Services Coordinator
- **Claire McGinnis**, Finance Director

1. Call to Order

Vice Chair John O’ Rourke opened the meeting at 5:30 p.m.

2. Review and adopt 7.16.19 minutes

Ellen moved to adopt the minutes of the 7.16.19 meeting. Michelle seconded the motion, which passed with all in favor.

3. Fiscal Review document review

Claire walked members through the *Fiscal Review*, section-by-section, explaining revisions to the design and tweaks to the intent of parts of the booklet, and drawing their attention to programmatic changes and balances. Of particular interest were the following:

- A general fund balance of \$936,277, and a FY19 surplus of nearly \$100,000.
- Most programs ending without deficits.
- News that the FRCOG staff expect to recommend a FY21 budget to the Finance Committee with no net increase in general membership assessments, based on the strength of the other revenues and the health of the fund balance.
- A pie-graph that shows the breakdown of the general fund year end balances.
- The Town Accounting program ended the year with the smallest surplus, \$126, in part, a result of a turnover in staffing and the accompanying training costs. Department heads are considering service and stability improvements, which may require an uptick in assessments to participating towns.
- FRCOG must maintain FCECS infrastructure until the full emergency communication system migration to the state, and thus, will continue into FY21 with user assessments, despite the relatively large capital reserve.
- An illustration showing the OPEB Projections, and FRCOG’s progress toward being 80% funded by FY23. With its liability 64 % funded, FRCOG is in the top 1% of municipalities by state.

Committee members were pleased with the report, giving it the thumbs up for the council presentation in October.

4. Confirm budget development meeting schedule

Members reviewed the budget development schedule, and after some discussion, set December 5 as the date for a joint Personnel/Finance committee meeting, pending Personnel Committee availability.

5. Collective Purchasing and Cooperative Public Health FY20 Budget amendments for Council on October 17, reminder

Claire reminded the committee that hiring a new person to assist with the newly adopted Hampshire County municipal bids made the budget increase in the Collective Purchasing department necessary for the current year, FY20. The Cooperative Public Health Service (CPHS) budget also needs amending because new towns have become members. The committee had prepared to recommend amendments to the FY20 budget at the July Council meeting, a financial quorum was not present. It will try again on Oct 17.

Linda wondered if the CPHS budget includes Bernardston's figures, or if the committee will be faced with another amendment down the road. Claire allowed that Finance Committee will have to vote again, as CPHS staff don't yet know the higher number. Members wondered if they might be presented with updated numbers at a meeting just before the October Council meeting, when they could rescind the previous vote, vote on the new figure, and recommend the updated number to the Council.

6. Business not reasonably anticipated 48 hours in advance of the meeting

No business.

Ellen motioned for adjournment. Kayce seconded. The meeting adjourned at 5:59 p.m.

DOCUMENTS DISTRIBUTED:

- Agenda
- Minutes of 7.16.19 meeting
- Draft *Fiscal Review*
- Reminder memo from Claire to the Finance Committee, re: FY20 budget amendments, dated July 17, 2019