ATTENDEES Finance Committee:
- Lynn Sibley, Whately
- Jay DiPucchio, Regionally-Elected
- Michele Giarusso, Leyden
- Kevin Fox, Colrain
- Kayce Warren, Deerfield

STAFF:
- Linda Dunlavy, Executive Director
- Claire McGinnis, Finance Director
- Rebekah Boyd, Admin Services Coordinator

1. Review and adopt 6.11.20 Finance Committee minutes; reorganization and discussion of Committee membership

Chair Lynn Sibley opened the Finance Committee meeting at 3:01 p.m. Michele Giarusso moved to adopt 6.11.20 meeting minutes. Jay DiPucchio seconded the motion, which passed unanimously.

Reorganization
Michele Giarusso made a motion to reappoint Lynn Sibley as chair. Kevin Fox seconded the motion, which passed unanimously.
Michele Giarusso made a motion to appoint Kevin Fox as Vice Chair. Kayce Warren seconded the motion, which passed unanimously.

2. FY20 Budget Amendments (vote required, Collective Purchasing & Accounting Programs)

Before discussing the proposed budgetary amendments, members looked over the FY20 year-end General Fund and Programs reports, asking clarifying questions of staff.

The Collective Purchasing overspent the FY20 budget by about $6,000. This year the FRCOG absorbed a portion of the Hampshire Council of Governments Purchasing Program. Council amended the purchasing program budget in October 2019, based on expense estimates for one additional staff person. The estimate was off by $6,000. Revenues (also related to expansion of program) covered this increase.

Kayce Warren moved to increase the Collective Purchasing FY20 budget by $6,000 to cover actual expenditures of the year. Michele Giarusso seconded the motion, which passed unanimously.

The Town Accounting Program expanded in FY20, adding two 20-hour per week accountant positions to replace a 16-hour accountant position and a 12-hour per week assistant as budgeted. Linda suggested using the Program Contingency line (used to stabilize programs in trouble) budgeted in
Miscellaneous & Contingency for this program, reducing the impact on the Accounting fund balance by $5,000.

Kayce Warren moved to increase the Town Accounting FY20 budget by $29,355 to cover the year’s actual expenditures, of which $5,000 will be transferred from the Program Contingency line, $8,517 comes from an additional assessment following the original Council budget, and $15,838 funded with program fund balance. Michele Giarusso seconded the motion, which passed unanimously.

_The Cooperative Public Health Service (CPHS)_ ended the year within its expense budget, but did not make the equivalent revenues. Linda pointed to the pandemic-related closing of most of the 84 county food service operations typically requiring inspections and the lack of Title-5 inspections this spring as the primary cause of the shortfall. Staff suggested use of $15,404 of the program’s fund balance.

Kayce Warren moved to authorize the use of $15,404 from the Cooperative Public Health Service program fund balance to cover actual expenditures for FY20. Michele Giarusso seconded the motion, which passed unanimously.

3. FY20 items to Carry Forward into FY21 (vote required, General Fund, FCECS)

FY20 Capital appropriations in the Franklin County Emergency Communication System (FCECS) were spent replacing system parts in East County, as was a portion of the prior year reserve, totaling $122,972 in FY20. To continue to have funding available in the case of a system emergency need, unspent capital appropriations have been carried into the following year. Staff requested the same be done this year. In the event the FCECS successfully transitions the system to CoMIRS (the state’s Interoperable Radio System), without use of emergency capital funding, the balance will be returned to the Towns and unit members. The carry forward amount for FY21 is $203,100 (compared to the accumulated amount brought into FY20 of $245,600).

Kayce Warren moved to carry forward into FY21 $203,100 in unspent prior years’ appropriations for Capital in the FCECS budget (02-020), thus continuing to provide funding for emergency capital needs to the FCECS system. Michele Giarusso seconded the motion, which passed unanimously.

Continuing Projects

Staff requested carry forward for the Organizational Assessment project initiated in FY20, but significantly slowed with the pandemic.

Kayce Warren moved to carry forward into FY21 $25,000 in unspent FY20 appropriation for an Organizational Assessment (formerly called Strategic and Succession Planning) project (01-010). Michele Giarusso seconded the motion, which passed unanimously.

Staff requested carry forward for the Website Update project, also initiated in FY20, but significantly slowed with the pandemic.

Kayce Warren moved to carry forward into FY21 $25,000 in unspent FY20 appropriation for a Website Update project, (01-010). Michele Giarusso seconded the motion, which passed unanimously.
4. Transfer Capital Reserve to Capital Fund Balance (vote required, General Fund)
Each year FRCOG appropriates a contingency amount for unforeseen capital needs, and if unspent, staff requests transfer of that amount to the Capital Reserve for future significant expenses. If approved, the anticipated Capital Fund Balance will be $195,966. This is FRCOG equivalent of a capital stabilization account.

Kayce Warren moved to transfer the unspent $5,000 appropriation for Capital Contingency FY20 (in 01-010), to the Capital Reserve Fund Balance (01-3220). Michele Giarusso seconded the motion, which passed unanimously.

5. Bulk PPE Buy – update and year-end balance
Linda reported that FRCOG staff ordered two rounds of Personal Protection Equipment (PPE) for county towns, businesses, and nonprofits. Deliveries to FRCOG and distributions continue. Staff decided not to do a third round of ordering. At FY20 year-end, the FRCOG had invested, roughly, $42,700, and as of last week, FRCOG is owed $27,165. Staff found that no efficiency in time or cost was gained by our bulk ordering. The initiative did help entities to think about and plan for reopening. With $8,000 already spent in FRCOG staff time, it didn’t make sense to continue. Claire noted that though the money was spent in FY20, the reimbursements will look like FY21 revenues.

6. Business not reasonably anticipated 48 hours in advance

News Briefs and Updates:
- The OPEB (Other Post-Employment Benefits) trust took quite a hit this spring, but has since stabilized, speaking to the strength of the decision to join the State Retirees Benefit Trust Fund.
- FRCOG was awarded $400,000 of Economic Development Administration funding to assist with business and economic recovery in Franklin County.
- Congresspeople in New Hampshire and Vermont are advocating for Regional Planning Agencies and Councils of Governments to get some kind of COVID-19 relief funding. Colleagues suggested Linda reach out to the FC congressional delegation, which she did, requesting aid, but not at the expense of towns and cities.
- FRCOG will run out of $30,000 COVID-19 benefit time at some point early in calendar 2021, which will impact some staff.

Michelle Giarusso moved adjournment, seconded by Jay. Motion passed unanimously at 3:56 PM

DOCUMENTS DISTRIBUTED:
- Agenda
- Minutes of the 6.11.20 meeting

Minutes taken by Rebekah Boyd