



# Franklin Regional Council of Governments

## Finance Committee — *MINUTES*

Date /Time:	Thursday, February 11, 2021 at 5:30 p.m.
Location:	Open meeting accessed remotely on Zoom by video, or by telephone
Facilitators:	Kevin Fox, Vice Chair

### Finance Committee Attendees:

- **Kevin Fox**, Colrain
- **Jay DiPucchio**, Regionally-Elected Rep
- **Ellen McKay**, Shutesbury
- **Michele Giarusso**, Leyden (late arrival)
- **Kayce Warren**, Deerfield

### Staff and Guest Attendees:

- **Linda Dunlavy**, Executive Director
- **Trevor, McDaniel**, Council Chair
- **Claire McGinnis**, Finance Director
- **Bill Perlman**, Regionally-Elected Rep

### 1. Review and adopt 1.14.21 & 1.28.21 minutes

Kevin called the meeting to order at 5:30 pm.

**Jay moved to accept the minutes of 1/14/21 as written, seconded by Ellen. Motion passed with all present in favor, by roll-call vote.** (Michelle was not yet in attendance).

**Jay moved to accept the minutes of 1/28/21 as written, seconded by Ellen. Motion passed with all in favor by roll-call vote.** (Michelle was not yet in attendance).

### 2. FEMA and MEMA Vax clinic reimbursement opportunity

Claire reported on a new FEMA funding opportunity, with a 100% reimbursement rate offered (formerly 75%) for vaccination clinics. Each town is encouraged to apply on their own, using a provided budget projection method based on population. This isn't straightforward for FRCOG, due to the challenge of avoiding duplication in population counting. The grant does give staff a comfort margin in planning vaccination clinics, however, making it likely that after clinics are all completed, staff will file for reimbursement for expenses not covered by other grants,.

### 3. Review Council budget feedback, discuss impact and plan future meeting strategy

The committee reviewed the FY22 budget meeting of the Council, held January 28. Several members remember budget reviews in prior years with even more controversy and negative opinions than this year, providing insightful context. Other ideas or reminders of past practices discussed, included:

- Add grants back into the financial summary to put the size of assessments into a wider frame and broader perspective
- Use a graph to communicate better that increased expense is not passed to towns, but funded with revenues other than the assessments in the general fund
- Change the order of presentation so that municipal programs are first

- Draft the budget and assessments earlier, and hold a draft meeting to review and share with Finance and Executive Committees earlier
- Develop a process for municipal program assessments voted for by an oversight committee to loop back to each participating town's Select Board and Finance Committee members before the Council meeting
- Be sure that new staff positions or projects in the budget proposal are aired with Council members in previous meetings. Lay good groundwork for increases. If it is a position, consider having the job description drafted.
- Have a strategy for minority opinions, including possibly calling in advance to review and/or have the Finance Committee and Executive Committee draft responses for the meeting.

**Jay moved to adjourn the meeting at 6:25p.m. The motion was seconded by Kayce and passed with all present (Ellen and Michelle had already left the video conference) in favor.**

**DOCUMENTS DISTRIBUTED:**

- Agenda
- Draft Minutes from 1.14.21 and 1.28.21 meetings

*Minutes taken by Claire McGinnis.*