

FINANCE COMMITTEE

Town of Becket  
557 Main Street  
Becket, MA 01223

**Meeting Minutes for July 12, 2017**

**PRESENT:**

Finance Committee (FC): Dan Parnell (DP); Ron DeFoe (RD); Maria Wallington (MW)  
Town Administrator: Ed Gibson (EG)  
Absent: Mark Karlberg (MK); Ann Spadafora (AS)  
Guest: Chris Lynch (CL) from Matrix (Internet Broadband Vendor)

Meeting was called to order by DP at 6:11 PM.

**AGENDA:**

- 1. No previous meeting minutes to approve (previous meeting June 8, 2017)**
- 2. Correspondence and transfers**
  - a. No correspondence
  - b. EG detailed the following Reserve Fund Transfer requests:
    - i. Request to transfer \$263.30 from the Reserve Fund (acct # 01-941-5500) to the Memorial/Veterans Day Expenses (01-692-5500) to pay for unanticipated costs of both flags and graveside markers this year. Usually they are ordered in separate years
      1. Acceptance moved by MW and seconded by RD. Approved unanimously
    - ii. Request to transfer \$1500.00 from the Reserve Fund (acct # 01-941-5500) to the Town Secretary Salaries (01-150-5100) to pay for mid-year responsibility and salary adjustment due to change in Public Records Request Law
      1. Acceptance moved by MW and seconded by RD. Approved unanimously
    - iii. Request to transfer \$360.18 from the Reserve Fund (acct # 01-941-5500) to the Town Administrator Salaries (01-129-5100) to pay for shortfall in account due to error generated from new contract. New contract was finalized after budget was set for Town Meeting
      1. Acceptance moved by MW and seconded by RD. Approved unanimously
    - iv. Request to transfer \$83.27 from the Reserve Fund (acct # 01-941-5500) to the Town Accountant Salaries (01-135-5100) to pay for shortfall in account due to error generated from employee increase salary budget calculation
      1. Acceptance moved by MW and seconded by RD. Approved unanimously
    - v. Request to transfer \$0.01 from the Reserve Fund (acct # 01-941-5500) to the Tax Collector Salaries (01-146-5100) to pay for shortfall in account due to rounding error
      1. Acceptance moved by MW and seconded by RD. Approved unanimously
    - vi. Request to transfer \$0.04 from the Reserve Fund (acct # 01-941-5500) to the Asst. Tax Collector Salaries (01-146-5110) to pay for shortfall in account due to rounding error
      1. Acceptance moved by MW and seconded by RD. Approved unanimously
    - vii. Request to transfer \$415.88 from the Reserve Fund (acct # 01-941-5500) to the Building Department Salaries (01-241-5100) to pay for shortfall in account due to

original calculation had 2 additional Fridays off for the Building Inspector winter hours where there should have been 2 less

1. Acceptance moved by MW and seconded by RD. Approved unanimously
- c. EG detailed the following Department Transfer requests:
  - i. Request to transfer \$7,780.00 from the Ambulance Salaries (acct # 60-231-5100) to the Ambulance Expenses (60-231-5800-5500) to pay for invoices that came in later than anticipated. County Ambulance was several months behind in their billing. Approved by BOS
    1. Acceptance moved by MW and seconded by RD. Approved unanimously
  - ii. Request to transfer \$3,500.00 from the Board of Health Salaries (acct # 01-510-5100) to the Board of Health Expenses (01-510-5500) to pay for extra hours needed for contracted Health Agent, internal mileage reimbursement and advertising costs. Approved by BOS
    1. Acceptance moved by MW and seconded by RD. Approved unanimously
  - iii. Request to transfer \$10,000.00 from the Assessor Salaries (acct # 01-141-5100) to the Municipal Bldg. TH Central Air (01-193-5800-5557) to pay for Design and Engineering costs – specifications, bidding and construction oversight for replacement of Town Hall HVAC system. Approved by BOS
    1. Acceptance moved by MW and seconded by RD. Approved unanimously
  - iv. Request to transfer \$8,000.00 from the Municipal Utilities (acct # 01-192-5200) to the Municipal Bldg. TH Central Air (01-193-5800-5557) to pay for Design and Engineering costs – specifications, bidding and construction oversight for replacement of Town Hall HVAC system. Approved by BOS
    1. Acceptance moved by MW and seconded by RD. Approved unanimously
  - v. Request to transfer \$24,500.00 from the Vocational Tuition (acct # 01-300-5500-5503) to the Municipal Bldg. TH Central Air (01-193-5800-5557) to pay for Design and Engineering costs – specifications, bidding and construction oversight for replacement of Town Hall HVAC system. Approved by BOS
    1. Acceptance moved by MW and seconded by RD. Approved unanimously

**3. Administrator's input**

- a. 21 Maple street demo/removal/site filling expected to occur this fall

**4. Broadband Update**

- a. \$860k grant transfer from state in process and expected to be received in 2-4 weeks. The balance of the \$2.1m (total grant) for design and engineering services will be transferred in phases as needed.
- b. CL from Matrix made a pitch to FC that Becket's current cost projections for a full fiber system were \$1.6m over available funds and Matrix has a lower cost solution. EG/FC politely thanked him for his input

**5. Any other business**

- a. None

**6. Adjourn meeting**

- a. MW moved to adjourn meeting at 6:41 PM. RD seconded. Approved unanimously

**Next meeting:** August 3, 2017 at 6 PM

Respectfully Submitted by Ron DeFoe

Approved by Dan Parnell, Chair

