

**Minutes
Lincoln Finance Committee**

**June 20, 2023
7:30 pm**

Finance Committee (FinCom) Member Attendees: Andrew Payne (Chair); Paul Blanchfield (Vice-Chair); Merrill Berkery; Nancy Marshall; Rich Rosenbaum; Ellen Meyer Shorb

Others present: Colleen Wilkins (Finance Director); Jim Hutchinson (Select Board); Gina Halsted (School Building Committee Liaison)

Introduction

Andrew Payne called the meeting to order at approximately 7:30 PM.

Mr. Payne reviewed the agenda and introduced Merrill Berkery, a new member to the Finance Committee.

Municipal Relief Act

Colleen Wilkins explained the details of the Municipal Relief Act and answered various questions from the Committee. Paul Blanchfield made the following motion:

MOTION: Move to accept the provisions of the Municipal Relief Act (Ch.44§33B) for fiscal year 2023, authorizing the Finance Director/Town Accountant to make year-end transfers.

The motion was seconded by Nancy Marshall. There was no discussion and the motion passed unanimously.

Reserve Fund Transfers

Mr. Payne explained the details of the fiscal year-end reserve fund transfer process, including the requirements for requests to be extraordinary and unforeseen. Ms. Wilkins reviewed the requested transfers and noted: a) Snow & Ice Budget can run a deficit per Massachusetts Law; b) veterans benefits are reimbursed by the Commonwealth at 75%; c) the Town's decision to "in-source" nursing support from Emerson Hospital and the associated cost savings on an hourly basis; d) the Building Department had to pay out vacation time for a retiring employee; e) unforeseen expenditures associated with a third party appraisal in connection with the recent sale of The Commons and Lincoln Road drainage issue; f) expenses associated with the Public Safety Building generator; g) increases associated with town-wide mowing services that will have an impact in FY24 and thereafter; h) unexpected costs associated with an employee arbitration.

Specific Requests

Snow & Ice: \$61,124

Veterans: \$95,000

Board of Health: \$21,000

Public Safety Building: \$21,200

Consulting & Engineering: \$25,000

Building Department: \$8,200

Recreation Department: \$42,042

Legal Budget: \$20,000

Mr. Payne made the following motion:

MOTION: Move to accept the Reserve Fund transfers as presented.

The motion was seconded by Rich Rosenbaum. There was no discussion and the motion passed unanimously.

Free Cash Discussion

Ms. Wilkins reviewed the Town's growing Free Cash balance and potential options, including revenues and costs, to bring Free Cash to a more reasonable level going forward. She outlined a working proposal to make gradual adjustments in the upcoming FY25 budget model, including adjustments to local revenues (~\$1.5M) and expenses (~\$0.5M). It was noted that the Finance Committee would communicate to the Capital Committee in due course to identify potential uses of such funds.

Public Comment Policy Proposal

Mr. Blanchfield reviewed a draft Public Comment Policy Proposal and discussed the merits for the Committee. It was agreed to table further discussion until future meetings.

Liaison Updates

Ms. Marshall provided an update on the incoming LSRHS Superintendent/Principal, changes to the LSRHS Committee due to a pending vacancy, and upcoming staff retirements.

Gina Halsted provided an update on the School Building Committee building, including the potential to wrap up the Committee in the coming months as the full project comes to an end.

Ellen Meyer Shorb provided an update on the Community Center Building Committee, including current needs and wants, as well as initial cost estimates.

Mr. Rosenbaum noted the Capital Committee recently reviewed their 5-year plan.

Other Business

Mr. Payne noted a potential Finance Committee potluck in the Fall.

Mr. Payne thanked Ms. Halsted for her service to the Finance Committee over the past 7 years, in addition to her service as a member of the School Building Committee.

Ms. Wilkins provided an update on Hanscom reimbursements to the Town.

Review and Approve Minutes from May 30, 2023 Meeting

Ms. Marshall moved to accept the minutes as amended. The motion was seconded by Mr. Rosenbaum. There was no discussion and the motion passed unanimously with two abstentions (Ms. Berkery and Ms. Shorb).

Ms. Berkery moved to adjourn the meeting. The motion was seconded by Ms. Shorb. There was no discussion and the motion passed unanimously. The meeting was adjourned at approximately 9:06 PM.

Submitted by: Paul Blanchfield

