



## Town of Middlefield Finance Committee

Open meeting September 14, 2021

### **In Attendance:**

Joseph Kearns, Chair            Gita Jozsef, Secretary  
Adair Laurel-Cafarella        Stephen Harris

**Absent:** David DiNicola

### **Quorum, call to order:**

The meeting was called to order at 7:04 pm.

### **Election of officers:**

Joe Kearns was elected Chair; Steve Harris was elected Secretary.

### **Review minutes from previous meeting:**

Minutes were accepted as read.

### **Review Reserve Fund transfer requests:**

Adair reported that he had emailed questions re transfer requests to Beverly Cooper.

Gita requested additional information from Bev re requests for Highway Department fund transfers that exceeded reserve fund budgeted amounts. Bev will discuss with Skip Savery about transferring funds from Highway Maintenance to Machinery Expenses to cover the deficit.

Voted to approve Bev's request for \$5,694.15 in transfer requests to six overdrawn accounts.

### **Any other business:**

Gita spoke with Curt Robie re status of 5-year Capital Plan.

Discussed setting up a separate Stabilization Fund for the Capital Plan.

It was agreed to meet with the Selectboard on a regular basis.

Discussed the \$40K that was transferred from Free Cash to the Stabilization Fund at the annual town meeting.

Steve reported that Curt Robie had asked about the possibility of erecting a tower at the Transfer Station to help fill in cellular and emergency communication gaps.

Adair is double-checking how much was approved for the Assessors' Clerk at the ATM.

Discussed the necessity of conducting the long overdue town audit.

Gita had emailed link to state Guide to Financial Management with descriptions of town functions to all members of the SB & FC.

Meeting adjourned at 7:56 pm.

**Schedule next meeting date:**

No future meetings were scheduled.

**Adjournment:**

The meeting was adjourned at 7:56 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stephen B. Harris". The signature is written in a cursive, slightly slanted style.