



Town of Middlefield Finance Committee

08/08/23 Meeting

In Attendance:

Joseph Kearns, Chair
Stephen Harris, Secretary
Jonathan Freiermuth

Gita Jozsef
Adair Laurel-Cafarella

Also attending:

Ken Murray
Sean Curran
Tamarin Laurel-Paine

Quorum, call to order:

The meeting was called to order at 5:16 pm.

Review minutes from previous meeting:

Minutes from previous meeting on 7/17/23 were approved as read.

Work on 10-year capital plan:

As per the town bylaws, the "Finance Committee shall present a report to the Town of a 3 year financial plan based upon school population changes, general population changes, building, equipment, and personnel needs." At the same time, it was agreed that the FC will look for suggestions of capital needs for the next 10 years.

Meet with departments:

Steve will invite Highway department to next meeting. Fire department will be invited to a future meeting.

Budget timetable & procedures:

A draft of the financial timetable & responsibilities will be prepared for the next meeting.

Any other business:

Adair reported that he is working on the school budget with Stephanie Fisk.

Town Clerk Suzanne Lemieux submitted a corrected 2020 census count in June, which was accepted and forwarded to the Decennial Census Management Division of the U.S. Census Bureau. It is expected that the Bureau will make a determination within three months of the submission date, which, in turn, could have a significant impact on the town's eligibility for state grants.

Discussed centralized vendor payment request form & procedures, including the need for sign-off by department heads.

Committee affirmed that it will continue to schedule meetings independently, not in coordination with the Selectboard's schedule.

It was agreed that it is not a violation of open meeting law when individual FC members attend a Selectboard meeting.

Discussed town application for an asbestos remediation grant, and the need to come up with an alternate plan if the grant is not approved.

Discussed application for a \$10K grant to enhance cyber security, and the need to add requirements to 3-year financial plan.

Next meeting:

The next meeting will be on August 22nd at 5 pm.

Adjournment:

Meeting was adjourned at 6:21 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stephen B. Harris". The signature is written in a cursive, somewhat stylized font.