

**BOARD OF
SELECTMEN
MEETING
MINUTES**

May 4, 2023

Chair Brett Simas; Select member Stephen A. Matellian; Select member Maureen Dwinell; Town Manager Joseph Laydon; Executive Assistant Sandra Hakala.

CALL MEETING TO ORDER

Chair Simas opened the regular meeting at 6:30 PM.

BOARD OF SELECTMEN DISCUSSION

Discuss Warrant

Review Motions

NEW BUSINESS

Year End Transfers – Finance Director

Below is a spreadsheet indicating Year End Transfers in the amount of \$83,000.

GENERAL FUND	AMOUNT	FROM	ACCOUNT #	TO	ACCOUNT #	JUSTIFICATION
TRANSFER #1	\$7,500	Tax Title Auction Expense	0100-158-5400-5421	Finance Department - TC Exp.	0100-133-5400-5422	Deficit due to the transition of the Finance Department - Treasurer/Collector's Office. Transfer is within the Finance Department. The financial consulting services performed in FY2023 were necessary to close FY2022.
TRANSFER #2	\$20,000	Tax Titles Foreclosures	0100-158-5700-5782	Finance Department - TC Exp.	0100-133-5400-5422	Deficit due to the transition of the Finance Department - Treasurer/Collector's Office. Transfer is within the Finance Department. The financial consulting services performed in FY2023 were necessary to close FY2022.
TRANSFER #3	\$12,500	Town Counsel Expense	0100-151-5200-5302	Finance Department - TC Exp.	0100-133-5400-5422	Deficit due to the transition of the Finance Department - Treasurer/Collector's Office. The financial consulting services performed in FY2023 were necessary to close FY2022.
TRANSFER #4	\$9,000	Police Building Maintenance	0100-210-5200-5241	Police Utilities	0100-210-5200-5210	Unanticipated increase in utility bills for FY23
TRANSFER #5	\$10,000	Fire-EMS Vehicle Maintenance	0100-220-5400-5482	Fire-EMS Wages	0100-220-5100-5100	Inability to hire qualified replacement Paramedic
TRANSFER #6	\$10,000	Fire-EMS New Equipment	0100-220-5800-5852	Fire-EMS Wages	0100-220-5100-5100	Inability to hire qualified replacement Paramedic
TRANSFER #7	\$14,000	Selectmen - Wages	0100-122-5100-5100	Finance Department - Wages	0100-133-5100-5100	Deficit due to the transition of the Finance Department - Assessor's and Treasurer/Collector's Office

TOTAL **\$83,000**

As FY 2023 comes to a close, there are a number of individual accounts that require transfers to eliminate deficits. The transfer of \$40,000 is required to cover a Treasurer Collector Expense line deficit associated with retaining Strategic Municipal Solutions to provide office support while the Assistant Treasurer and Treasurer Collector were hired. A portion of the transfer will also cover other anticipated costs for the remainder of the fiscal year. A transfer of \$14,000 is required to cover Finance Department wages, specifically in the Assessors and Treasurer Collector offices. A transfer of \$9,000 is required for Police Utility costs and a transfer of \$20,000 is required to cover Fire-EMS wages.

The Finance Committee will be acting on these transfers at their May 4th meeting.

23 **Steve Matellian MOVED** that the Board of Selectmen vote to approve the year end transfers
24 #1, #2 and #3 as identified on the FY 23 End of Year Transfers Document dated May 2, 2023 and
25 as recommended by the Finance Director/ Town Accountant.

26 **Second: Chair Simas, Majority Action of the Board**
27 **Maureen Dwinnell nay, Brett Simas yay, Steve Matellian yay**

28
29 **Steve Matellian MOVED** that the Board of Selectmen vote to approve the year end transfers
30 #4-#7 as identified on the FY 23 End of Year Transfers Document dated May 2, 2023 and as
31 recommended by the Finance Director/ Town Accountant.

32 **Second: Select member Dwinnell, Unanimous, Chair Simas.**

33
34 **BOARD OF SELECTMEN DISCUSSION**

35 **Attend and Participate at ATM**

36
37 **ADJOURNMENT**

38 **Steve Matellian MOVED** to adjourn the meeting of May 4, 2023, at 9:20 PM.

39 **Second: Select member Matellian, Unanimous, Chair Simas.**

40
41 Respectfully submitted,

42 Sandra Hakala, Executive Assistant