

Motion to accept April 29th minutes was made by N. Ladley and seconded by J. Norwood. Vote 7-0.

## YARMOUTH FINANCE COMMITTEE MINUTES

**April 29, 2020**

*A meeting of Finance Committee held by conference call during the COVID-19 pandemic. The role was called by the chairman at 6:00pm.*

**Present: Ken Mudie Chairman, Jessica Norwood, Robert Ciavarra, Brian Gardiner, Sara Kohls, George Perkins, Nathan Ladley**

**Absent: Jack Moylan**

**Administration:** Dan Knapik Town Administrator, Richard Bienvenue, Assistant Administrator

R. Bienvenue read the provisions of remote meeting law issued by Governor Baker to the committee prior to the beginning of the meeting. The Chairman called the role: R. Ciavarra aye, J. Norwood aye, N. Ladley aye, B. Gardiner aye, G. Perkins aye, Sara Kohls aye, K. Mudie aye.

**1. Minutes:** The minutes were reviewed with a motion to accept as amended for 3/4/20, 3/25/20 and 4/8/20. There was a role call to accept minutes as amended. R. Ciavarra aye, J. Norwood aye, N. Ladley aye, B. Gardiner aye, G. Perkins aye, Sara Kohls aye, K. Mudie aye.

**2. Articles-Updates:** The chairman introduced the discussion of the articles noting they were presently down to 16 articles. The town election can't be changed, and the DHY agreement will be eliminated. D. Knapik noted the Waste Water Article which is related to the Route 28 road funding will remain. Other articles will be tabled until the fall town meeting. There will be changes for Board of Selectmen, Mr. Forest's term ends and Mr. Holcomb will be resigning as of July first.

**3. Town Emergency Budget Discussion:** R. Bienvenue discussed plans he has been working on with the finance director titled Potential Budget Adjustment FY 21 and beyond. The revenue is on target for Fiscal 2020, expressing no changes for the schools and the state will not harm school districts. He explained highlights for reduction related to our present crisis and various scenarios to cover FY21 Operating Budget Reductions. Reallocation of GF expenditures to other funds, waste water fund will be put off for another year, and a planned meeting with director of Community Development to address reallocation of funds from that department. Capital Budget adjustments including some department freezes such as a hiring freeze for unfilled positions, and considering current reserves for free cash funds. Committee members questioned use of snow removal funds and redistribution of CPA fund. R. Ciavarra asked about the overlay reserve and suggested the town should be taking into consideration low interest rates at the present time. The town administrator explained 1/12<sup>th</sup> spending plan and noted that his approach is on a day to day bases. He will be reviewing the effect to the town

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which will be impacted by the governor's May 18<sup>th</sup> proposal. A reduction of services to restaurants, hotels, and motels etc. and the visitor's policy will be set by state. Cape Cod town's need to address visitor's needs based on the limited resources such as hospital beds and other services that the towns may be unable to provide. The administrator assured the committee that he is in constant contact with necessary governmental departments. He has weekly conference calls with the lieutenant governor and get updates about future changes. On a positive note he informed the committee that our building department remains busy with permits and having building inspections continuing to be pulled. He noted challenges related to voting needs and where and how to address the voting need for the community. N. Ladley suggested using our recycling station as a resource to inform the residents about polling based on the large numbers of residents that frequent it daily and G. Perkins pointed out the website usage for mail in ballots.

**4. Transfers:** none

**5. FinCom Administrative Items:** The Chairman called for a high level of engagement by the committee. Frequent meetings to address needs as they arise.

**6. Adjourn:** A motion to adjourn was made by Sara Kohls and seconded by Robert Ciavarra. The chairman called roll R. Ciavarra aye, J. Norwood aye, N. Ladley aye, B. Gardiner aye, G. Perkins aye, Sara Kohls aye, K. Mudie aye. Meeting adjourned at 7:20 pm.

Respectfully submitted,

Beverly A. Bachand