

Douglas Finance Committee Agenda

Tuesday, March 22, 2022

Resource Room

Douglas Town Hall

Douglas MA

7:00 p.m.

1. Call to order
2. Executive Session to discuss ongoing negotiations
3. Budget discussion: Douglas Public School: Paul Vieira, Cortney Keegan
4. Budget discussion: Fire and Ambulance: Chief Kent Vinson, Assistant Chief Kelly Manning
5. Update from Town Administrator
6. General budget discussion
7. Approve minutes
8. Reserve Fund transfer requests
9. Upcoming meeting dates:
 - a. March 28 (Monday)
 - b. March 29 (Tuesday)
 - c. April 4 (Monday)
 - d. April 12 (Tuesday–final public meeting where we will vote on budget recommendations for FY 2023)
10. Open session for topics not reasonably anticipated 48 hours in advance
11. Adjournment

FINANCE COMMITTEE
TUESDAY, MARCH 22, 2022
RESOURCE ROOM

Attendance: Chair Dick Vandenberg, Howard D'Amico, Mike Hutnak, Sandy Kuipers, Philip Landry, Heather Morin, Lynne Mussulli, Jeanne Lovett Finance Director, Matt Wojcik Town Administrator

Absent: Carol Gogoinski

1. **Chair Dick Vandenberg called meeting to order at 7:02 PM.**
2. **(7:02 PM) (0:29) Executive Session to discuss ongoing negotiations: NONE**
3. **(7:02 PM) (0:38) Budget discussion: Douglas Public School: Paul Vieira superintendent, Courtney Keegan business manager.**

The FY23 General Fund appropriation net offsets is \$14,000,727.00, the 2% FY23 appropriation from the town was \$280,015.00 for a total of \$14,280,742.00 for the FY23 preliminary town appropriation. The schools preliminary proposed budget for FY23 is \$17,816,521.00. The school took grants and revolving funds to offset the budget in the amount of \$3,241,826.00 for the preliminary proposed budget to be \$14,574,695.00. The committee asked about the grants the school gets and Ms. Keegan listed the current grants they receive. There are 5 budget lines and they are as follows:

 - a) Salary 86% of the budget
 - b) Contractual services 11.5% of the budget
 - c) Utilities
 - d) Supplies
 - e) Other – Professional development

Mr. Vieira told the committee the new subjects and classes that the school is adding to all the schools. One thing that Mr. Vieira feels has become very important is having an Adjustment Counselor and Guidance Counselor to help with academic planning and also day to day issues with students.
4. **(7:59 PM) (57:25) Budget discussion: Fire and Ambulance: Chief Kent Vinson, Assistant Chief Kelly Manning**

Chief Vinson went over the staffing numbers and positions for fire and ambulance, and the call volume which was for fire 384 calls and EMS 766 calls. Chief also went through the fire budget line by line, and the total proposed fire budget is \$700,913.00. Total proposed ambulance budget is \$557,837.
5. **(8:32 PM) (1:30:29) Update from Town Administrator**

Matt Wojcik went over a couple elaborations for the school department budget and the fire and ambulance budget. He spoke about the compensation table adjustment schedule he has researched.
6. **(8:53 PM) (1:51:38) General Budget discussion**

The projected deficit currently on showing on SharePoint is about \$340k, so the committee must work on balancing the budget before town meeting. Mr. Wojcik told the committee that he will submit to the finance committee and the selectboard a balanced budget and the documentation that got him to the balanced budget.
7. **(8:54 PM) (1:52:52) Upcoming Meeting dates: March 29, 2022 @ 7 pm, April 4, 2022 @ 6 pm, April 12, 2022 @ 7 pm (final public meeting where we will vote on budget recommendations for FY2023)**

8. Reserve Find transfer requests: NONE
9. Open session for topics not reasonably anticipated 48 hours in advance: NONE
10. Adjournment
(9:11 PM) (2:09:49) Motion to adjourn meeting made by Lynn Mussulli, seconded by Sandy Kuipers. All members in favor.

Respectfully submitted,



Stephenie Gosselin
Recording secretary