



**MINUTES**  
**TOWN FINANCE COMMITTEE**  
**Wednesday – October 11, 2023**

**Hybrid**

**5:00 P.M.**

**Item 1. Call to Order.** J. Cloutier, Chair, called the meeting to order at 5:04 p.m.

**Item 2. Those Present.** Finance Committee members present: John Cloutier, Don Hamill and Karin Shupe. Others present: Thomas Hall, Town Manager, Liam Gallagher, Assistant Town Manager, Norman Kildow, Finance Director, Fire Chief Rich Kindelan, Deputy Fire Chief Duross, John Brennen and Deputy Fire Chief Tenney.

**Item 3. Approval of Minutes: September 13, 2023.** Motion by D. Hamill, seconded by K. Shupe, to move approval of the September 12, 2023, Finance Committee meeting minutes.

Vote: 3 Yeas.

J. Cloutier, Chair, noted that the bulk of the discussion will be a presentation from the Fire Department to talk about the department and to educate on how we go about understanding the needs of the Department.

D. Hamill requested a slight change to the agenda in there be a brief discussion CEA Cap that had been discussed. J. Cloutier noted if time permitted the Committee could have that discussion.

**Item 4. Discussion:**

- **Overview of Fire/EMS [Fees, Billing Procedure and review of staffing and facilities]**
  - Liam Gallagher, Assistant Town Manager, thanked the Committee for entertaining this discussion. This presentation would give the Committee an overview on the Department education for the Committee as to why we do what we do and hoped that the Committee would continue to entertain this off cycle update.
  - Fire Chief Kindelan introduced he top level team. He then went on and presented a power-point gave an overview on the Department Divisions; classification of employees and the Command Staff. The main operation is out of the Public Safety Facility and there are 5 additional neighborhood stations. He went on to note what the fleet consisted of. There was a review of the challenges that the Department faces with the increase in calls for service; residential and commercial development; the decline in qualified/interested workforce; fewer citizens willing/able to join Call-Company and the need to transition positions historically filled with per diem personnel to full-time personnel, to list a few. He then gave a historical review on the calls for services and calls for service v. call members. The Department EMS Billing system was also presented. He and his team responded to questions from the Committee.

J. Cloutier, Chair, noted the item up for discussion was the source of funds for the Option Fee relating to the School Site Purchase. The Town Manager, along with the Finance Director and the School’s Director of Business & Finance will present this information.

- **Source of Funds for Option Fee – School Site Purchase**

- T. Hall, Town Manager, gave a brief overview prior to discussion. The discussion this evening would be focused on the amount that would be paid out this fiscal year - \$175,000. He went on to review the following options:

Potential funding source	Current available	Comments
FY24 operating budgets	n/a	Neither the Town nor the School Department included funding for this purpose in their approved budgets.
FY24 capital budgets	n/a	While the School Department has Long-Range Planning funds in their capital budget (approved in FY22 and FY23) those funds are already committed and were not added to in FY24.
Town unassigned fund balance	\$9.9M (pending audit)	Balance is governed by policy and impacts bond ratings.
School unassigned fund balance (reported as Restricted Fund Balance in the ACFR)	\$2.1M (pending audit)	Available for school expenditure purposes by action of the School Board and Town Council. Intended to provide non-tax revenue in FY25 & FY26 budget development.
School Capital Reserve Fund	\$800,000	Approved by the School Board to reduce dependence on bonding for recurring school capital expenses. Board action to fund this account specifically refers to bus replacement and cyclical repairs to the High School track/turf
School Impact Fees	\$668,000	Used to offset school debt service expenses each fiscal year. Also used for: \$300,000 to purchase portable K-2 classrooms in 2019; \$70,000 to outfit 6 additional K-2 classrooms (furnishing & equipment) in 2020; and \$286,250 in FY22 approved in the school CIP budget for Long-Range Planning (building project).

- K. Bolton, Director of Business & Finance for the School Department, spoke on the School unassigned fund balance; as well as the School Capital Reserve Fund and the School Impact Fees.
- The recommendation is to use School Impact fees to make FY24 required payments, with a total maximum exposure of \$175,000. Assuming the Option Fee continues to apply beyond June 30, 2024, financial arrangements will have to be made in the FY 25 budget. These funds are normally spent on debt service payments; therefore, it makes sense to use them for expenditures which will ultimately be part of bonding for the building project.

- There was Committee discussion around the recommendations being made. It was noted that any recommendation would have to go before the Council for approval. The Town Manager, the Finance Director and the Director of Business Finance responded to questions.

Motion by K. Shupe, seconded by J. Cloutier, to use School Impact Fees to cover the monthly option fee payment for FY2024.

Vote: 2 Yeas. 1 Nay [D. Hamill]

**Item 5. Public Comment.** None at this time.

**Item 6. Adjourn.** Motion by K. Shupe, seconded by D. Hamill, to move approval to adjourn the meeting.

Vote: 3 Yeas. Meeting adjourned at 6:46 p.m.