TOWN OF BERKLEY
FINANCE COMMITTEE MEETING MINUTES
THURSDAY, DECEMBER 19, 2019

FINANCE COMMITTEE MEMBERS: Chairman, Joe Freitas. Secretary, Michele Hamilton. Members, Nancy Cajoli, Melinda Paine-Dupont.

Meeting was called to order at 6:00 pm by Chairman, Joe Freitas.

Previous notes of November 14, 2019 have already been approved and posted.

Request for Line Item Transfer (Finance Committee).

Signatures needed to complete the transfer of approved funds for Finance Committee Members to attend MMA conference on January 24 through the 25, 2020. Forms signed by Chairman, Joe Freitas and Secretary, MIchele Hamilton and forwarded.

Letter to the Planning Board needs to redo the Zoning Bylaws.

The Finance Committee proposal is for all departments with revolving accounts to withdraw $5,000, along with the Town of Berkley coming up with the remaining balance of the $25,000 needed to facilitate the Zoning by Law Changes.

If this can't be achieved another possible recommendation can be from upcoming available funds.

This is a benefit for the Town of Berkley and all departments large and small should be able to come up with funds for the town's future, including the school department.

Letter from the Berkley Public School.

The Finance Committee received a letter from Superintendent of Schools, Thomas J. Lynch, to attend the Berkley School Committee meeting on Monday, January 13, 2020 for the proposed 2020/21 school department budget.

Letter of Public Disclosure of Preliminary Property Values for Fiscal Year 2020.

Discussion on the Board of Assessors notification received from the Massachusetts Department of Revenue (DOR). DOR has granted permission to hold Public Disclosure of the proposed assessment for FY 2020.

Letter to Department Heads.

Chairman, Joe Freitas, provided the committee members with a draft of the FY2021 Town of Berkley Department and Board Heads letter. After a brief discussion and minor recommended changes, a motion was made and seconded to approve the letter and unanimously voted by the committee. Letter will be dispersed on January 6, 2020.

Review of Budget Calendar.

A brief discussion regarding the FY21 Finance Committee Meeting Calendar took place regarding the proposed dates for department head presentations; finalizing budget; and town meeting. The committee members will review the dates and see if any adjustments need to be made.

Other discussions.

- Reviewed Cash Calculation forms received from 2013 through 2018.
- Request to have discussion with Capital Planning Board.
- Request report on Grants from the departments.
- Need to assess OPED, put monies into the fund. Berkley way behind on the amount recommended.
- Member, Nancy Cajoli indicated that she has not been able to send in her Ethics test results. Computer issues.

Chairman Joe Freitas called for a motion to adjourn at 6:53 pm. Motion was made and seconded. The committee unanimously approved to adjourn.

Jm-mf - 3-0. 2.24.2020

Michele Hamilton - 2/24/20