

Spencer Finance Committee
September 28, 2021 7:00 PM
Spencer Town Hall, McCourt Social Hall
157 Main Street, Spencer, MA 01562

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/TownofSpencerMA/finance-committee>

You can also dial in using your phone.

United States (Toll Free): [1 877 309 2073](tel:18773092073)

Access Code: 242-835-725

The meeting may be viewed on Spencer Cable Access channel 194 or at SCATV.org

Agenda

- 1) Call meeting to order
- 2) Announcement: The meeting will be held in person however members may opt to participate remotely per updated guidance. For this meeting, should any member choose to participate remotely all votes will be taken by roll call in accordance with Regulation 940, CMR 29.10 of the Open Meeting Law.
- 3) Minutes of June 22, 2021 meeting
- 4) Committee reorganization for FY2021
 - a) Election of
 - i) Chair
 - ii) Vice Chair
 - iii) Clerk
 - b) Appointment of liaisons
 - i) Financial Management Planning Committee
 - ii) Capital Planning Committee
 - iii) Building & Property Reuse Advisory Committee
 - iv) SEBRSC
 - v) Economic Development committee
- 5) Correspondence
- 6) Liaison Reports
 - a) Financial Management Planning Committee - Paul McLaughlin, Bill Wall
 - b) SEBRSC – Bill Shemeth
 - c) DPHS Building Committee – Mary Braney
 - d) Economic Development Committee – Chris Woodbury
 - e) Capital Planning Committee – Chris Woodbury
 - f) Cable Contract Advisory Committee – Nancy Tame
 - g) Town Administrator Selection Committee – Ed Sproul
- 7) Town Administrator

- a) Preliminary Fall Town Meeting information (See Calendar p. 3)
- b) FY 2022 Budget update Town and SEBRSD
- c) Brief review of CARES and ARRA funds

- 8) Discuss Town personnel needs in anticipation of FY2023 budget process.
- 9) Review town Financial Policies document. Determine need for dedicated workshop.
- 10) Any other
- 11) Adjourn

Next regular Finance Committee meeting October 26, 2020 – Vote Fall Town Meeting recommendations.

Nov. 18, 2021:**BOS/FinCom Joint Meeting with Town Counsel:** 6:30 PM Review of Warrant Articles

Nov. 18, 2021:**Fall Special Town Meeting** (7 PM Amend Municipal Budget and other Articles)

**2021 Fall Special Town Meeting
&
FY2022 Tax Classification Calendar**

- TBD: Auditors arrive and begin FY2021 Closeout review – (date TBD)
- Sept 01, 2021: Memo to Department Managers and Committees Requesting Warrant Articles & Capital Requests (due on Oct.1st)
- Sept. 13, 2021: **BOS Meeting** to Set Fall Special Town Meeting Date and Open Warrant
- Sept. 28, 2021: **Finance Committee Meeting** – Outline Fall Special Town Meeting Process
- Sept. 29, 2021: Special Town Meeting Articles due from Department Managers and Committees
- Oct. 04, 2021: **BOS Meeting:** Review Draft Special Town Meeting Warrant
- October 2021: Obtain Free Cash & Retained Earnings Certification from MADOR – tentative
- October 2021: Property Valuation Certification by MADOR to set FY2022 New Growth - tentative
- Oct. 13, 2021: Review of Warrant with Town Administrator, Town Counsel, Town Clerk, and Town Moderator – 5:00 PM
- Oct. 14, 2021: **Capital Improvements Planning Committee:** Review & Vote Capital Article Recommendations – 7:00 PM
- Oct. 18, 2021: **BOS Meeting:** Board Votes to Close / Sign Special Town Meeting Warrant (TA, & Moderator review Warrant on SCA at 5:00 PM - tentative)
- Oct. 20, 2021: **Staff Meeting**
- Oct. 26, 2021: **Finance Committee Meeting:** Review Special Town Meeting Warrant & Vote Recommendations
- Oct. 28, 2021 Last day to post the Special Town Meeting Warrant (at least 14 days before meeting)
- Nov. 08, 2021: **BOS Meeting:** Assign STM Motions & License renewals (Publish Ad in New Leader for Oct. 22nd)
- Nov. 17, 2021: **BOS/FinCom Joint Meeting with Town Counsel:** 6:30 PM Review of Warrant Articles
- Nov. 17, 2021: **Fall Special Town Meeting** (7 PM Amend Municipal Budget and other Articles)
- Nov. 20, 2021: Submit Recap (tentative - allow 1-2 Weeks for Certified FY22 Tax Rate from MADOR)
- Nov. 22, 2021: **BOS Meeting:** Tax Classification Public Hearing (Publish Ad in New Leader for Oct. 29th)
- Dec. 13, 2021 Process 3rd/4th Quarter Actual Tax Bills

Dec. 13, 2021: **BOS Meeting:**
