

Minutes
Sherborn Advisory Committee
July 12, 2023

Present: Dan Sichel (Chair), Wassim Bassalee (joined part-way through), Peter Gallitano, Jane Materazzo, Nora Lynch Smith (left meeting just before 7pm), Mike Winters, Natalie Weare (joined shortly after meeting started)

The meeting was called to order at 6:32 pm.

- Reading of meeting agenda approved 5-0
 - Liaison reports
 - Review, discuss and take action on year-end transfers.
 - Approval of Minutes.
 - Addition of topics not reasonably anticipated by chairperson 48 hours in advance of meeting - N/A (No addition of topics to meeting agenda)

Dan Sichel highlighted the likely October 17, 2023 Special Town Meeting and the tentative schedule that was circulated recently.

Year-end transfers

Dan Sichel provided an overview of requested year-end transfers (see below and attached) and Deb Siefring (Finance Director) provided additional background.

Total transfer request is to cover deficits in the following Departments:

- Town Counsel: \$60,800
- Information Technology: 24,100
- Town Buildings: 74,300
- Board of Health: 18,000
- TOTAL: \$177,200

Request is to cover these deficits from the Reserve Fund, which has a current balance of \$180,694.77 and so is sufficient to cover these transfers.

Daryl Beardsley (Board of Health), Klaus Ullmann (Information Technology), and Sean Killeen (Town Buildings) provided background on the sources of budget overages. Board of Health, mostly unanticipated employee compensation including the health inspector; Information Technology (new Department just getting set up so initial budget estimates rougher than usual and additional transfers of some budget lines from other Departments; and Town Buildings (importantly higher-than-expected electricity costs). For Town Counsel, legal expenses ran above the \$80,000 that had been budgeted.

It also was noted that other Departments had turnbacks, spending less than budgeted. Combining those Department budgets that went over and those that were under yields net spending that was \$396,142.61 less than originally had been budgeted.

Jane Materazzo moved approval of these transfers. Peter Gallitano seconded the motion. Approved 7-0.

Approval of the minutes from May 3, 2023. Motion to approve and seconded. Approved 5-0-1.

Motion to adjourn at 7:14pm. Approved 5-0.

Respectfully submitted,
Dan Sichel

Year-End Transfer Requests
FY22

Must approve by 7/15

Transfer Budget To:

<i>Department</i>		<i>Amount</i>	<i>Overage Driver:</i>
151 - Town Counsel Total	(60,753.70)	(60,800.00)	Unanticipated legal assistance.
155 - Information Technology	(24,055.20)	(24,100.00)	Newer Department. Budget was best estimate, add'l cyber security costs
192 - Town Buildings Total	(74,280.26)	(74,300.00)	Shortfall due to increased utility costs, Clerk of the Works stipend, increased maintenance costs
512 - Board of Health Total	(17,957.25)	(18,000.00)	Additional payroll costs.
Total	<u>(177,046.41)</u>	<u>(177,200.00)</u>	Transfer Needed for Operating Budget

Reserve Fund	180,694.77
Transfer	(177,200.00)
Balance of Reserve Fund	3,494.77

	(Over)/Under Budget	Y/E Transfer Needed	Available			
151 - Town Counsel Total	(60,753.70)		122 - Selectmen Total	22,078.69	301 - DS Regional Assessment Total	0.00
155 - Information Technology	(24,055.20)		131 - Finance Committee Total	1,041.41	302 - Tri County Assessment Total	0.00
192 - Town Buildings Total	(74,280.26)		132 - Reserve Fund Total	180,730.46	303 - Pine Hill School Total	9,982.15
512 - Board of Health Total	(17,957.25)		135 - Town Accountant Total	20,995.66	316 - Norfolk Agricultural Total	0.00
			141 - Assessors Total	4,153.95		
Total	(177,046.41)		145 - Treasurer Total	4,280.42	Total	9,982.15
		0.00	146 - Tax Collector Total	16,022.23		
			161 - Town Clerk Total	17,546.04		
			162 - Election & Registration Total	1,609.97		
			171 - Conservation Total	41,963.44		
			175 - Planning Board Total	1,972.68		
			176 - ZBA	21.12		
			196 - Sustainability	1,193.28		
			210 - Police Total	24,819.04		
			220 - Fire Total	35.62		
			241 - Inspectors	147.70		
			401 - Total DPW	70,896.47		
			430 - Transfer Station Total	1,813.01		
			433 - Recycling Total	2,861.99		
			491 - Cemetery Total	0.00		
			541 - Council on Aging Total	2,262.39		
			543 - Veterans Services Total	2,929.90		
			610 - Library Total	39,672.76		
			650 - Recreation	0.00		
			691 - Historical Comm Total	0.00		
			710 - Debt Service Total	68,981.14		
			910 - County Retirement	7,977.00		
			912 - Workers Comp Insurance	5,160.94		
			913 - Unemployment Insurance	95.95		
			914 - Group Health Insurance	12,335.12		
			915 - Group Life Insurance	1,157.92		
Net Over/(Under)	396,142.61		916 - Employer Federal Medicare	1,604.01		
From Actual worksheet	396,142.61		919 - EMP Other Services	450.00		
	0.00		945 - Other Insurance Total	6,396.56		
				563,206.87		