

# Town of Nahant

## Advisory and Finance Committee Meeting Minutes

Tuesday, April 21, 2020

Members Present: Manadee, Fulghum, Vanderslice, Zahora, Tarmy

Members Absent: Ragucci, Giardella, Clausen

Others Present: Town Admin. – Tony Barletta, Town Acct. – Deb Waters, Michelle Capano. Lynne Spencer, Karen Callanan, Selectman Josh Antrim, plus anonymous call-ins.

Mr. Manadee called the meeting to order at 7:05. Mr. Manadee read the Governor's March 12, 2020 order allowing for remote public meetings. Phone In: 1-401-418-9388, meeting #795 402 673.

### **Town Admin brought us up to date on revenues:**

- Cash flow good. Town has authority to waive late fees, int. fees, that accum after due date
- R.E. Taxes are somewhat at normal as most are attached to mortgages, auto pay
- Water bills going out soon, estimate they will be larger due to folks being at home
- Deb states we are about where we should be with revenues, but will know more by 5/1
- Should not have any 9C cuts
- Cannot postpone due dates, but will help town folks where we can

Due to school being out, we may have lower expenses – for example, 41% of transportation vs. 100%. We have to pay contract for buses but not for the personnel. Deb feels we should be ok.

### **Covid-19 costs:**

- Town has set up Covid-19 account to address costs related to the virus – health dept, boxes for COA lunches, COA Assistant. Computers for at-home, cleaning services, etc.
- Acct will work similar to FEMA funds; received approval from DOR for up to \$150K – 75% reimbursement from State; Town will be responsible for up to \$37.5K
- Covid expenditures at about \$50K as of this date

### **Town Hall Personnel:**

- All are working at home part-time to avoid using shared spaces
- Sticking to a strict schedule to keep business moving smoothly
- Town Admin in office M/W/F
- Circumstances have forced us to look at technology – need to upgrade; installed a free scanning app to allow easier access to documents
- Clerk needs to work from office in order to access State computer for birth certs, death certs, etc.

### **As of this date, Town Mtg still scheduled for 6/27.**

- Could be full mtg, or scaled back
- Need to check: Can we gather 400 – 500 people; What is a legal quorum under new legislation: What do we need to know about State aid?

- If shortened, mtg will focus on Omnibus, line transfers, spending articles; sewer, Munis and Police radios are must-haves

**Budget:**

- House has postponed releasing their budget
- Unknown – could be extra funding from State for help w/Covid-19 costs
- If 1/12 budget, look at most confident revenue of \$1.3 M/month, Deb would prefer not to go this route as it involves far more work; last year July spending was \$2.6M
- Look at spending trends for each department, e.g., Police spend more in summer, schools spend less.
- We should plan on full town meeting, re: Warrant
- Should have completed by end of May
- Tony and Deb will be speaking with State on 4/23
- FinCom has tackled 2/3 of the warrant articles to date

**CPC Articles:**

- Narrative is completed but needs some cleanup, will send to FinCom by end of week
- 14 Articles, plus 6 shorter articles to bring unused funds back to general reserve
- Total recommended funding: \$465K worth of grants
- Significant investment in Community housing; improved handicap access to Town Hall
- Each article is clear on where \$\$ is coming from – housing, general, surcharge, state aid
- Town Acct stated that one borrowing CPC article is not unusual; done before for Forty Steps, Wharf, Library
- CPC Borrowing goes to Financial Advisor and Counsel, then out to bid

Next scheduled meeting – April 23<sup>rd</sup>, remote

**Vanderslice moved to adjourn, 2<sup>nd</sup> by Zahora; unanimous ayes.**

Meeting adjourned at 8:11