

Meeting Minutes: April 13, 2020 5:00 PM
From home locations through Zoom

Present:

Committee Members: Tamara Morgan, Michael Penrod, Rachel Putney, David Silloway, Jerry Ward

Selectboard Liaison: Larry Satcowitz

Municipal Staff: Cliff Rankin, Finance Director

Guests: None

Absent:

None

- Call to Order

The regular meeting of the Town of Randolph Budget Committee was called to order at 5:05pm with a quorum present.

- Prior Meeting Minutes

Without objection, the reading of the minutes of the prior meeting was waived. A motion was made and seconded to approve the minutes of the last meeting. The motion was approved unanimously.

- Old Business

Following voter approval at Town Meeting, the Budget Committee expanded in size to include five members. This meeting was the first held since these elections occurred. All new members were present.

- New Business

Selectboard Update:

Larry reported that there are few items to update the committee on. Taxes due to the town, overall, were at a higher rate of being paid than expected. It was noted that the October tax due date would likely be of greater concern, due to challenges related to COVID-19 layoffs, etc. The town is planning to move ahead with 'request for bids' in regards to swimming pool repairs.

Concerns Related to COVID-19:

Concern was expressed in regards to payroll changes for the town offices, in light of the COVID-19 pandemic. It was discussed that as of yet, not changes had been made to overall staffing. Road crews have implemented an alternative schedule to allow maintenance and maintain social distancing measures. The hiring of the Administrative Assistant has been put on hold. As

for town recreation, even though income is expected to be down, associated costs will likely be down as well.

Committee Operations:

The committee moved on to election of officers for the 2020-2021 term. Jerry was nominated to replace Michael as Chair, with the understanding that Michael will fill in as needed. Unanimous vote to elect Jerry Ward as Budget Committee Chair. Rachel volunteered to serve as Secretary. Unanimous vote to elect Rachel Putney as Secretary.

Future meeting dates were discussed. The committee finalized the **3rd Tuesday** of every month **at 5:00pm** as a 'set' meeting time. A decision can be made prior to the meeting to cancel, as long as it is warned to the public. This action will occur as a joint decision between Jerry and Cliff Rankin. Meeting dates and agenda will continue to be advertised on the town website, and at the library, Floyd's Store in Randolph Center, and the East Randolph Store. Meetings will be warned at least 48 hours in advance, per state guidance.

The committee discussed adding page numbers to the budget reports to increase efficiency, especially when meeting via Zoom/web conference. In addition, Cliff walked through the report to explain the set-up, how it is created, and to answer any general questions that new committee members had. This included topics on 'solar credits', clarification on 'total expenditures', and the 'water refund' category.

The final topic of discussion was general concerns about meeting open meeting laws while still maintaining oversight of access to the zoom webcasts. A waiting room will be created and Tamara, as meeting organizer, will ensure every login is a real person.

- Public Comments

With no public in attendance of the meeting, there was no public comment.

- Adjournment and Upcoming Meeting Schedule

The meeting was adjourned at 6:00pm. The next meeting is set for May 19, 2020 at 5:00pm