



**Financial Oversight Committee Meeting**  
**Tuesday, July 27, 2021**  
***Meeting Conducted In-Person at 137 Barre Street, Montpelier VT,***  
***with FOC members attending remotely via Zoom***  
**Minutes**

Chair Bill Powell called the meeting to order at 5:32 PM with a quorum of the Committee. Operations Manager/Assistant General Manager Brenna Toman was at the meeting location in accordance with Vermont's Open Meeting Law with all other participants joining via Zoom.

Chair Bill Powell; Committee members Fred Thumm, Tad Nunez, Peter Carbee, Steve Micheli; Treasurer Erin McCullough; and General Manager Lisa Liotta were in attendance.

- 1. Agenda Revisions** – None
- 2. Approval of the minutes of June 22, 2021** – *Tad Nunez made a motion to approve the minutes of May 25, 2021, seconded by Fred Thumm. The motion passed unanimously.*
- 3. Review FOC Monthly Reports** – General Manager Lisa Liotta briefly reviewed the financial reports and reported that staff are working to close out the FY21 financial year, and there are some entries that will be made that are not reflected in the financial statements provided: line items 4000 and 4002 do not yet reflect income from Casella for June; line item 4060 Grant Income does not yet reflect a ~\$20,000 reimbursement from the USDA. Staff will be working with CPA Robert Pace in the next few weeks to finalize entries for the year. Peter Carbee inquired about line item 4999 Miscellaneous Income Other and the credit balance of (\$1998.79). Treasurer Erin McCullough explained that this will be reversed and resolved with Robert Pace and that it relates to personnel expenses adjusted by journal entry in FY21.
- 4. ARCC Program, FY21 Update** – General Manager Lisa Liotta reviewed the memo provided in the packet and highlighted that the net program expense (NPE0 for the ARCC program in FY21 is expected to be approximately \$25,000 less than in FY20 and FY19. This is in accordance with the Board's directive in the ARCC FY21 Program Plan to reduce the NPE by 15% in FY20 and FY20. The FOC expressed its appreciation of the focus, dedication and hard work that staff have performed to reach these program goals.
- 5. FY22 Annual Financial Plan** – General Manager Lisa Liotta discussed in detail the FY22 District Financial Plan that has been prepared with former GM Cathleen Gent. The FOC requested that when the plan is presented to the Board, that the length of time used to calculate the different reserves is highlighted. The FOC also requested that staff research short-term investment vehicle options (e.g.: CDs, money market, current interest rates, terms) that are available from People's United Bank and bring the information back to the August 24 meeting. The Committee also requested information about what the daily 'sweep' amount has been from the Capital Reserve Account to the Operating Account at People's United Bank. Staff research and bring this information back to the FOC.

*Peter Carbee made a motion to recommend that the Board of Supervisors approve the FY22 Annual Financial Plan, seconded by Tad Nunez. The motion passed unanimously*

**6. General Manager's Update** –

General Manager Lisa Liotta noted that a short-term focus underway that was not included in the General Manager's Update memo was work to prepare a draft FY23 budget to bring to the FOC at their August 24 meeting. With budget prep underway, Liotta asked if the FOC had any format changes, particularly related to budgeting by class. Liotta shared that staff will work in FY22 to allocate expenses

and income by class, with the goal of being able to begin budgeting by class in FY24 - using actual data that will be available by the end of FY22. The FOC agreed that this is a work in progress and will take a few years to hone, but is a worthwhile focus.

**7. Other Old or New Business – None**

**8. Adjourn** – *At 6:59 PM Peter Carbee made a motion to adjourn, seconded by Steve Micheli, and the meeting so adjourned.*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa Liotta". The signature is written in a cursive, flowing style.

Lisa Liotta